



**Governor's Traffic
Safety Committee**

eGrants

ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

**Instruction Guide
for Grant Modifications,
Payment Requests and Progress Reports
for the
Highway Safety Program**

Table of Contents

Contact Information for the GTSC.....	3
EGrants Page Structure.....	4
Grant Modifications.....	5 - 17
Payment Requests.....	18 - 40
Progress Reports.....	41 - 53
Cancelling a Grant Modification, Payment Request or Progress Report	54 - 55

Contact Information for the GTSC

If you have any questions or problems with a grant modification, payment request or progress report, please contact the Highway Safety Program Representative assigned to your county.

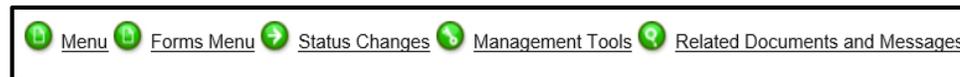
Highway Safety Program Representative county assignments are located at: www.SafeNY.ny.gov/staff.htm.

EGrants Page Structure

The following Tabs will always be found in this location.



The following Links will always be found in this location.



Buttons will always be found in this location unless otherwise noted in these instructions. Button selection (Ex. Save, Save/Next, etc.) may vary depending on program, page and/or transaction. Some buttons will not appear until the page is completed and saved.



Grant Modifications

Types of Grant Modifications for the Highway Safety Program

Budget

This type of modification allows a grantee to:

- Move funds from one budget line or category to another.
- Add or remove an item from the approved budget.
- Change the rate, unit cost, quantity, etc. for an item approved in the budget.

A budget modification:

- Cannot increase the total grant award amount.
- Must be in whole dollar amounts.

Scope

This type of modification allows a grantee to:

- Add or remove an activity from the project description.
- Add or remove a program area (Ex. Pedestrian Safety) from the project description.

If a scope change will require a budget modification, the scope change and budget modification should be submitted in the same request.

Time Extension

This type of modification allows a grantee to:

- Extend the end date of the grant beyond September 30.

A time extension:

- Will only be considered when a grantee can demonstrate that circumstances beyond their control prevented the completion of the project by September 30.
- Does **not** give a grantee additional time to claim costs incurred through September 30. All costs incurred from October 1 through September 30 must be claimed by October 31.

Important Information

- Grant modifications must be submitted through the eGrants system.
- The New York State Governor's Traffic Safety Committee will notify grantees of approval or denial by email through the eGrants system. Notification is **usually** within 5 business days from the date the request is submitted.

*Please note: Approval notifications are generic so they will **NOT** indicate if **PARTS** of the modification request were changed or denied. When an approval notification is received, you **must** login to eGrants, review the "Comments" section on the "Grant Modification Request Form" page, your budget and/or project description, whichever was affected by the modification request, to determine if any **PART** of the modification request was changed or denied. If you have any questions, please contact your Highway Safety Program Representative.*

- Do **NOT** move forward with activity requested in a grant modification unless you have received an **approval** notification from the New York State Governor's Traffic Safety Committee **and** have checked the sections in your grant that were mentioned in the previous bullet.
- Grant modifications cannot increase the total grant award amount.
- If requesting a budget modification, please review your budget **before** starting the modification process. You will need to provide the **exact** name of the categories and lines in your budget that will be affected by the modification. Although category names are the same (Example: Personal Services, Commodities, In-State Travel, Out-of-State Travel, Equipment and Other Cost), line names within each category are not (Ex. Educational Materials, Program Supplies, etc.).

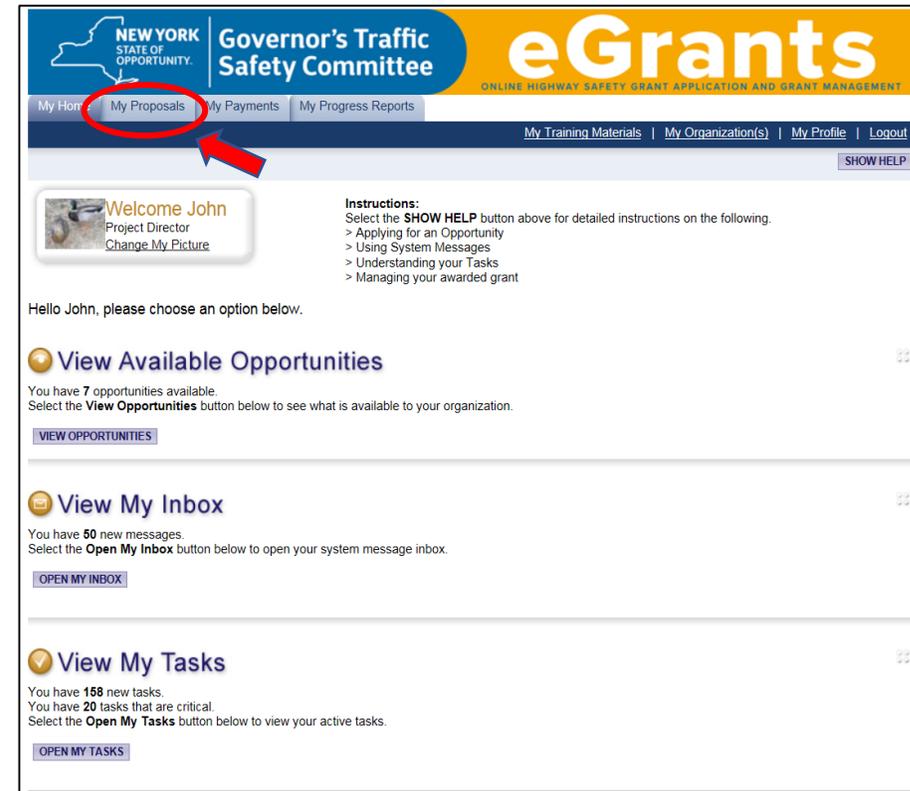
How to Initiate a Highway Safety Program Grant Modification Request

Login to eGrants.



The screenshot shows the eGrants login page for the Governor's Traffic Safety Committee. The header includes the New York State logo and the text "eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT". A login form is present with fields for "Username" and "Password", a "LOGIN" button, and links for "New User?" and "Forgot Password?". The main content area features a "Welcome to GTSC eGrants" message and several paragraphs of introductory text. A background image shows hands typing on a laptop. The footer contains the text "Powered by IntelliGrants™" and "© Copyright 2000-2018 Agate Software, Inc."

Locate the grant by using the "My Proposal" tab.



The screenshot shows the eGrants dashboard after login. The header is identical to the login page. The navigation menu includes "My Home", "My Proposals", "My Payments", and "My Progress Reports". The "My Proposals" tab is circled in red with a red arrow pointing to it. Below the navigation, there is a "Welcome John" message with a profile picture and a "Change My Picture" link. To the right, there are "Instructions" for using the system. The main content area lists three primary actions: "View Available Opportunities" (7 opportunities available), "View My Inbox" (50 new messages), and "View My Tasks" (158 new tasks, 20 critical). Each action has a corresponding button. A "SHOW HELP" button is located in the top right corner.

In the “Proposals Types” field, using the teardrop , select the appropriate proposal type and year, then click the “Search” button.



NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee SHARED eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home My Proposals My Payments My Progress Reports My Training Materials My Organization(s) My Profile Logout SHOW HELP

Back

My Proposals

Use the search functionality below to find a specific Proposal.

Search Proposals

Proposals Types Highway Safety Grant 2019 

Proposal Name

Person

Status -- Select -- 

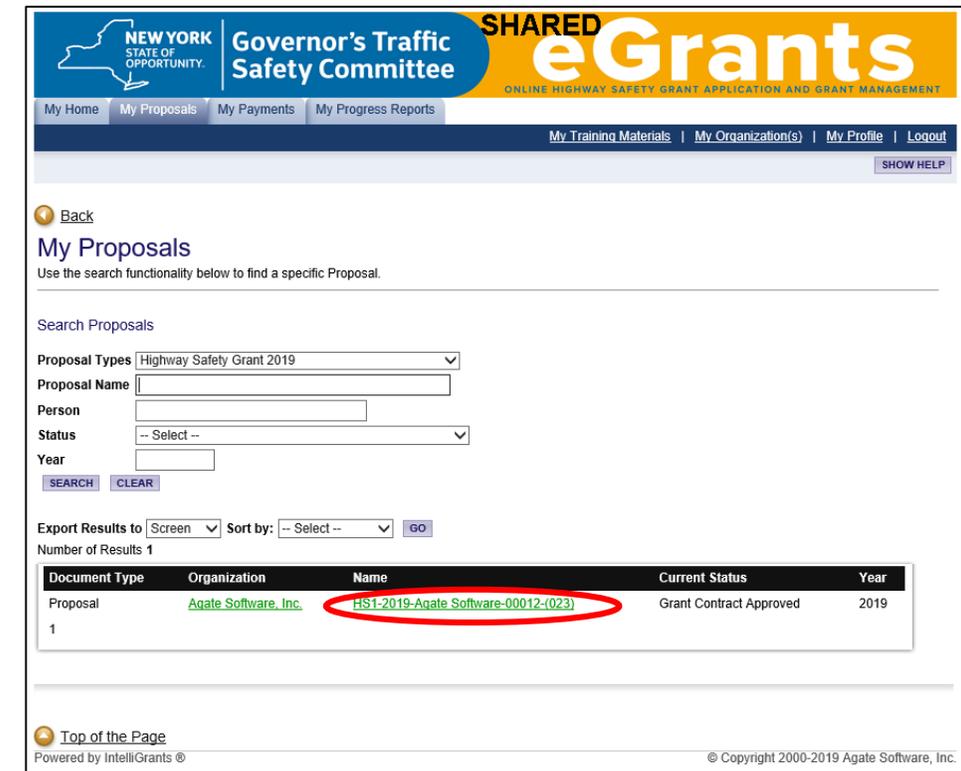
Year

SEARCH CLEAR

Top of the Page

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Click on the grant name link from the search result box.



NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee SHARED eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home My Proposals My Payments My Progress Reports My Training Materials My Organization(s) My Profile Logout SHOW HELP

Back

My Proposals

Use the search functionality below to find a specific Proposal.

Search Proposals

Proposals Types Highway Safety Grant 2019 

Proposal Name

Person

Status -- Select -- 

Year

SEARCH CLEAR

Export Results to Screen  Sort by: -- Select --  GO

Number of Results 1

Document Type	Organization	Name	Current Status	Year
Proposal	Agate Software, Inc.	HS1-2019-Agate Software-00012-(023)	Grant Contract Approved	2019

1

Top of the Page

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Hover the mouse pointer over the “Status Changes” link. When the “Status Changes – Possible Statuses” menu appears, click the “Apply Status” button under “Grant Modification In Request”.

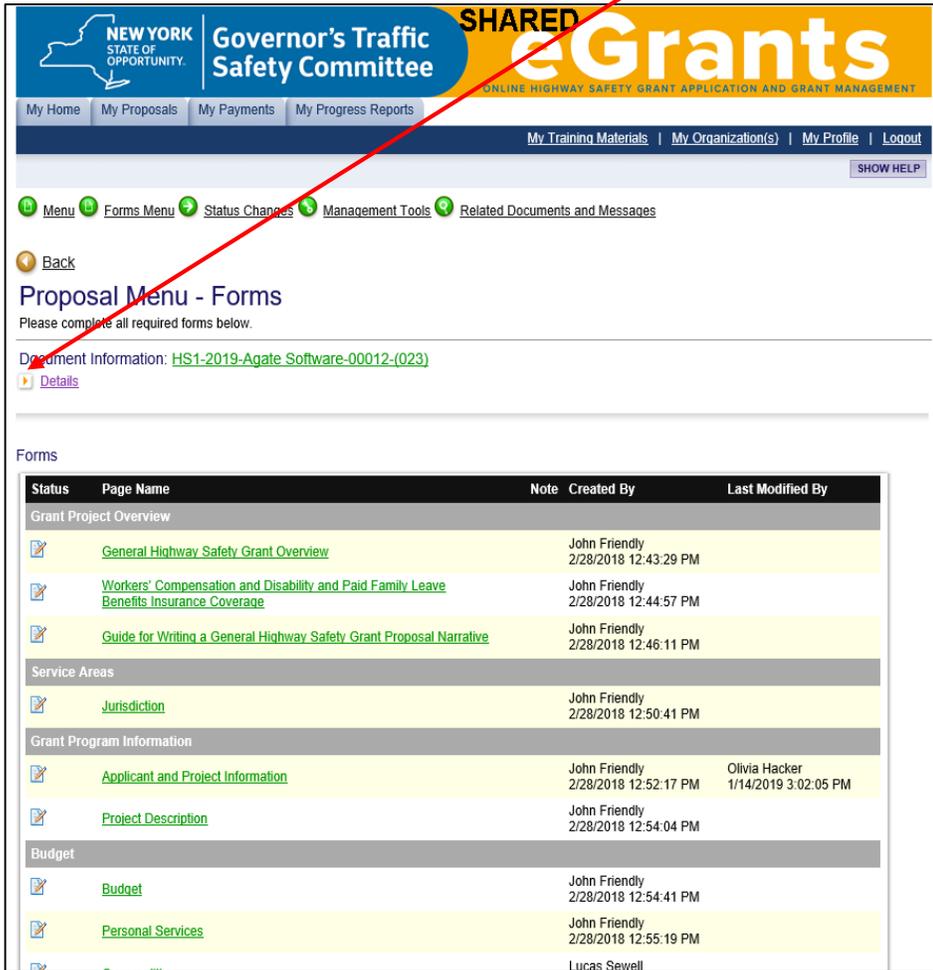
The screenshot shows the 'eGrants' website interface. The 'Status Changes' link in the top navigation bar is circled in red. A dropdown menu is open, showing 'Possible Statuses'. Under the 'GRANT MODIFICATION IN REQUEST' section, the 'APPLY STATUS' button is highlighted with a red arrow. The background shows a 'Proposal Menu' with various document information and a table of forms.

Status	Page Name	Last Modified By
	Grant Project Overview	
	General Highway S	43:29 PM
	Workers' Compens Benefits Insurance	44:57 PM
	Guide for Writing a	46:11 PM
	Service Areas	
	Jurisdiction	50:41 PM
	Grant Program Information	
	Applicant and Project Information	John Friendly 2/28/2018 12:52:17 PM Olivia Hacker 1/14/2019 3:02:05 PM
	Project Description	John Friendly 2/28/2018 12:54:04 PM
	Budget	
	Budget	John Friendly 2/28/2018 12:54:41 PM
	Personal Services	John Friendly 2/28/2018 12:55:19 PM
	Commodities	Lucas Sewell 8/14/2018 9:29:17 AM
	Travel: In-State	Lucas Sewell 8/14/2018 9:29:59 AM

On the “Agreement” page, click the “I Agree” button.

The screenshot shows the 'Agreement' page on the eGrants website. The page asks 'Are you sure you want to start a modification request?' and provides a text area for notes. The 'I AGREE' button is highlighted with a red arrow. The page footer includes 'Powered by IntelliGrants ©' and '© Copyright 2000-2019 Agate Software, Inc.'

On the “**Proposal Menu – Forms**” page, click the expand icon , which appears next to the “**Details**” link.



NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee **SHARED eGrants**
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home | My Proposals | My Payments | My Progress Reports | My Training Materials | My Organization(s) | My Profile | Logout

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Back

Proposal Menu - Forms

Please complete all required forms below.

Document Information: [HS1-2019-Agate Software-00012-\(023\)](#)

[Details](#)

Forms

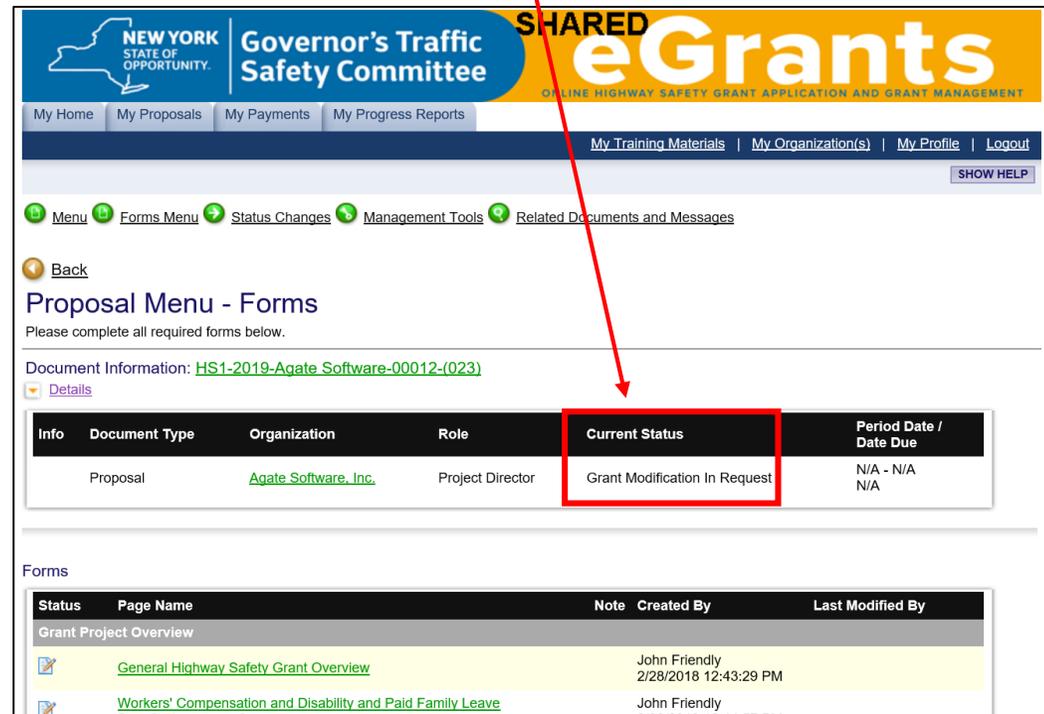
Status	Page Name	Note	Created By	Last Modified By
Grant Project Overview				
	General Highway Safety Grant Overview		John Friendly 2/28/2018 12:43:29 PM	
	Workers' Compensation and Disability and Paid Family Leave Benefits Insurance Coverage		John Friendly 2/28/2018 12:44:57 PM	
	Guide for Writing a General Highway Safety Grant Proposal Narrative		John Friendly 2/28/2018 12:46:11 PM	
Service Areas				
	Jurisdiction		John Friendly 2/28/2018 12:50:41 PM	
Grant Program Information				
	Applicant and Project Information		John Friendly 2/28/2018 12:52:17 PM	Olivia Hacker 1/14/2019 3:02:05 PM
	Project Description		John Friendly 2/28/2018 12:54:04 PM	
Budget				
	Budget		John Friendly 2/28/2018 12:54:41 PM	
	Personal Services		John Friendly 2/28/2018 12:55:19 PM	
	...		Lucas Sewell	

If the “**Current Status**” field is “**Grant Modification In Request**”, proceed to the next step.

Current Status

Grant Modification In Request

If the “**Current Status**” field is **NOT** “**Grant Modification In Request**”, repeat the steps on page 10.



NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee **SHARED eGrants**
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home | My Proposals | My Payments | My Progress Reports | My Training Materials | My Organization(s) | My Profile | Logout

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Back

Proposal Menu - Forms

Please complete all required forms below.

Document Information: [HS1-2019-Agate Software-00012-\(023\)](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Proposal	Agate Software, Inc.	Project Director	Grant Modification In Request	N/A - N/A N/A

Forms

Status	Page Name	Note	Created By	Last Modified By
Grant Project Overview				
	General Highway Safety Grant Overview		John Friendly 2/28/2018 12:43:29 PM	
	Workers' Compensation and Disability and Paid Family Leave		John Friendly 2/28/2018 12:44:57 PM	

In the “Grant Modifications” section, click on the “Grant Modification Request Form” link.

NEW YORK
STATE OF OPPORTUNITY

Governor's Traffic Safety Committee

SHARED eGrants
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home | My Proposals | My Payments | My Progress Reports | My Training Materials | My Organization(s) | My Profile | Logout

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Back

Proposal Menu - Forms

Please complete all required forms below.

Document Information: [HS1-2019-Agate Software-00012-\(023\)](#)
[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Grant Project Overview				
	General Highway Safety Grant Overview		John Friendly 2/28/2018 12:43:29 PM	
	Workers' Compensation and Disability and Paid Family Leave Benefits Insurance Coverage		John Friendly 2/28/2018 12:44:57 PM	
	Guide for Writing a General Highway Safety Grant Proposal Narrative		John Friendly 2/28/2018 12:46:11 PM	
Service Areas				
	Jurisdiction		John Friendly 2/28/2018 12:50:41 PM	
Grant Program Information				
	Applicant and Project Information		John Friendly 2/28/2018 12:52:17 PM	Olivia Hacker 1/14/2019 3:02:05 PM
	Project Description		John Friendly 2/28/2018 12:54:04 PM	
Budget				
	Budget		John Friendly 2/28/2018 12:54:41 PM	
	Personal Services		John Friendly 2/28/2018 12:55:19 PM	
	Commodities (3)			
	Travel: In-State		Lucas Sewell 8/14/2018 9:28:59 AM	
	Travel: Out-Of-State		Lucas Sewell 8/14/2018 9:30:53 AM	
	Equipment		Lucas Sewell 8/14/2018 9:31:43 AM	
	Other Costs		Lucas Sewell 8/14/2018 9:32:34 AM	
	Budget Summary		John Friendly 2/28/2018 12:55:53 PM	John Friendly 2/28/2018 1:02:49 PM
Certification				
	Conditions		John Friendly 2/28/2018 1:03:28 PM	
	Certifications & Assurances		John Friendly 2/28/2018 1:04:02 PM	
	Request For Application (RFA) Statement		John Friendly 2/28/2018 1:05:51 PM	
Traffic Safety Board Endorsement				
	TSB APPROVAL		John Friendly 2/28/2018 1:07:05 PM	
Miscellaneous				
	Attachments-HSG		Olivia Hacker 1/14/2019 3:09:08 PM	
Grant Modifications				
	HS1 Grant Modification Instructions		Olivia Hacker 1/14/2019 3:11:44 PM	
	Grant Modification Request Form (11)			
Management Tools				
	Click here to Submit or Change Status			
	Click here to create Full Print Version			
	Click here to Add/Edit People			
	Click here for Payments or Reports			

Top of the Page

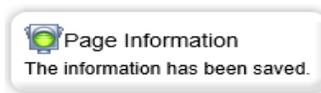
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Grant Modification Request Form Page

- Complete the **“This request is for the following change (s)”** section by clicking in the appropriate box(es).
 - In the **“Justification”** field*, provide the reason for the modification request **with** the following information:
 - If a **budget** modification is being requested, you must provide the exact category and line names being affected by the modification **with** the amount of money being moved.
 - If a **scope change** is being requested, be specific with what is being added, changed, removed, etc.
 - If a **time extension** is being requested, you must provide the new end date.
- *The “Justification” field is a **required** field. If this field is left blank the system will generate an error. If uploading the justification, enter “Justification is attached below” in the “Justification” field. Instructions on how to upload a document will be provided later. If entering the justification in the “Justification” field, click the “Save” button periodically so you don’t lose any information.*
- Click the **“Save”** button.

How to Check for Errors on the Grant Modification Request Form Page

- Once the page is saved, if an error exists, an error message will appear at the top of the page.
 - The following means the system didn't detect any errors.

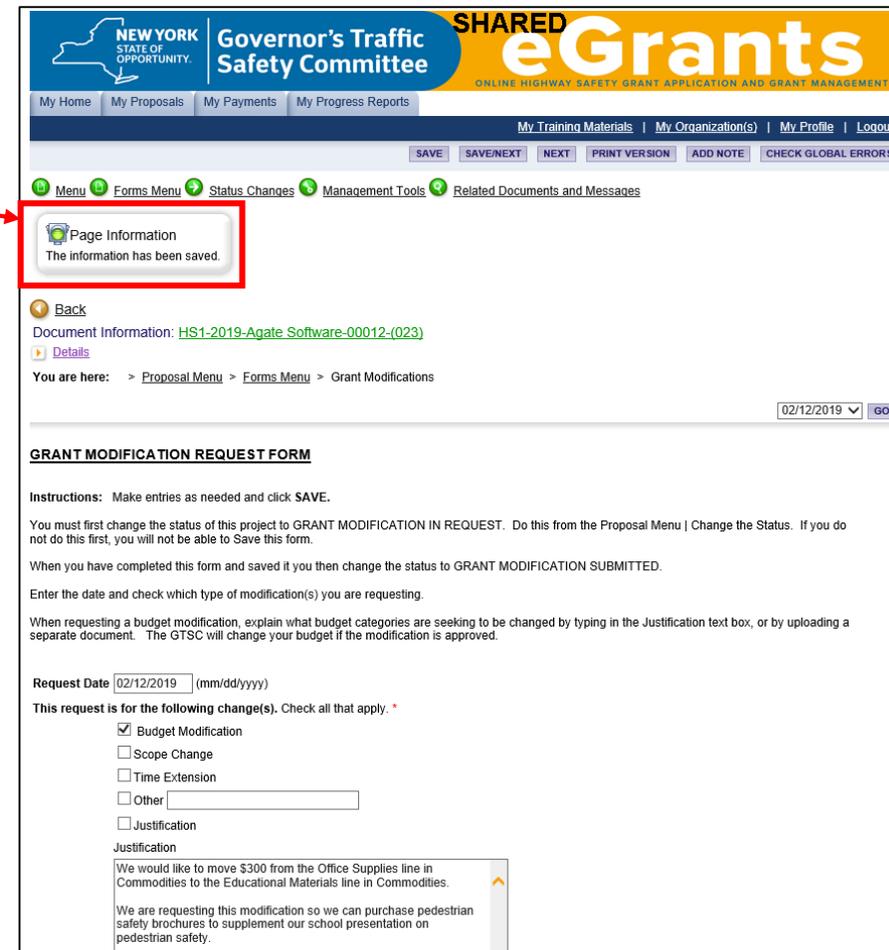


- The following means there is an error on the page.



If an error exists, fix the error and resave the page.

- Stay on the “Grant Modification Request Form” page:
 - If you need to upload documentation, go to page 15 of these instructions.
 - If you do **NOT** need to upload documentation, go to page 16 of these instructions.

A screenshot of the "eGrants" web application interface. At the top, there is a navigation bar with the "NEW YORK STATE OF OPPORTUNITY" logo, "Governor's Traffic Safety Committee" text, and a "SHARED eGrants" banner. Below this is a menu with options like "My Home", "My Proposals", "My Payments", and "My Progress Reports". A red arrow points from the first bullet point in the text to a "Page Information" message box in the application, which says "The information has been saved." Below this, there is a "Back" button and document information for "HS1-2019-Agate Software-00012-(023)". The main heading is "GRANT MODIFICATION REQUEST FORM". Underneath, there are instructions and a list of checkboxes for "Budget Modification", "Scope Change", "Time Extension", "Other", and "Justification". The "Budget Modification" checkbox is checked. A "Justification" text area contains the text: "We would like to move \$300 from the Office Supplies line in Commodities to the Educational Materials line in Commodities. We are requesting this modification so we can purchase pedestrian safety brochures to supplement our school presentation on pedestrian safety."

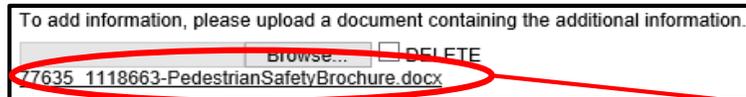
How to Upload Documentation to the Grant Modification Request Form Page

- Go to the “To add information, please upload a document containing the additional information” section:

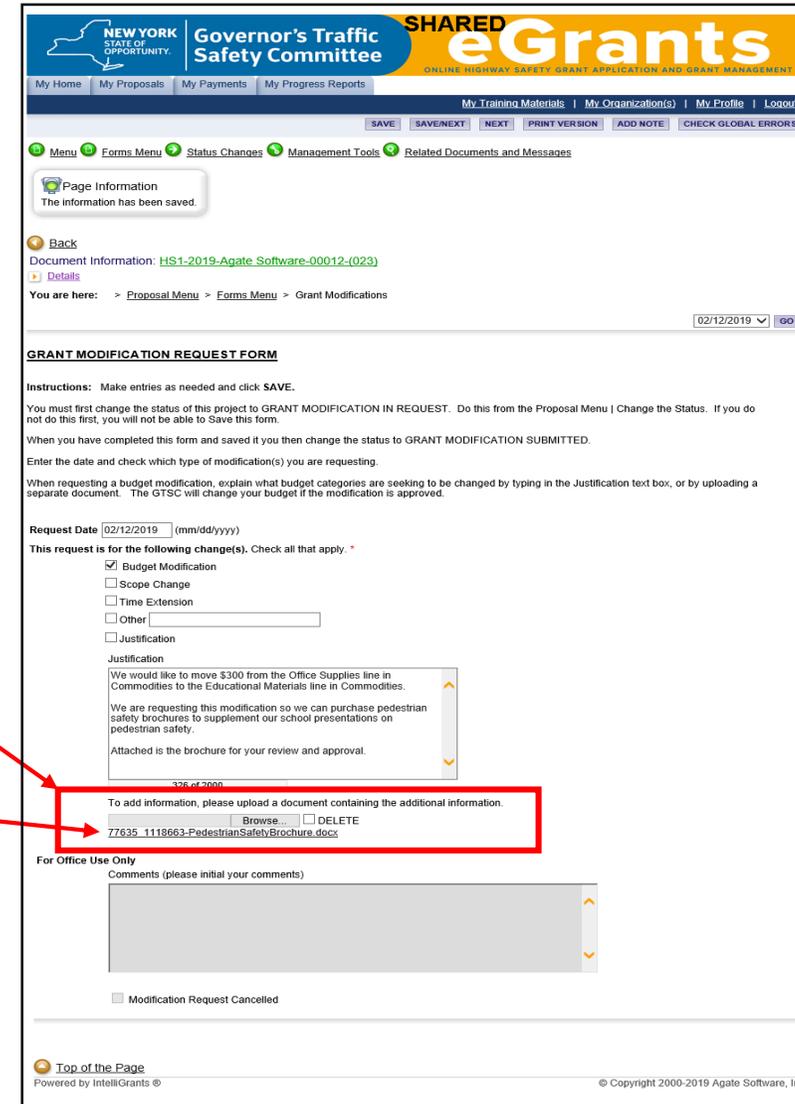
- Press “Browse”, choose the desired file, then click the “Save” Button.



- Once you click the “Save” button, verify that a link appears.



Note – If a link does not appear it means the upload was unsuccessful. Repeat the previous step. If you continue to have trouble uploading your document, please contact your Highway Safety Program Representative.



How to Submit the Grant Modification Request

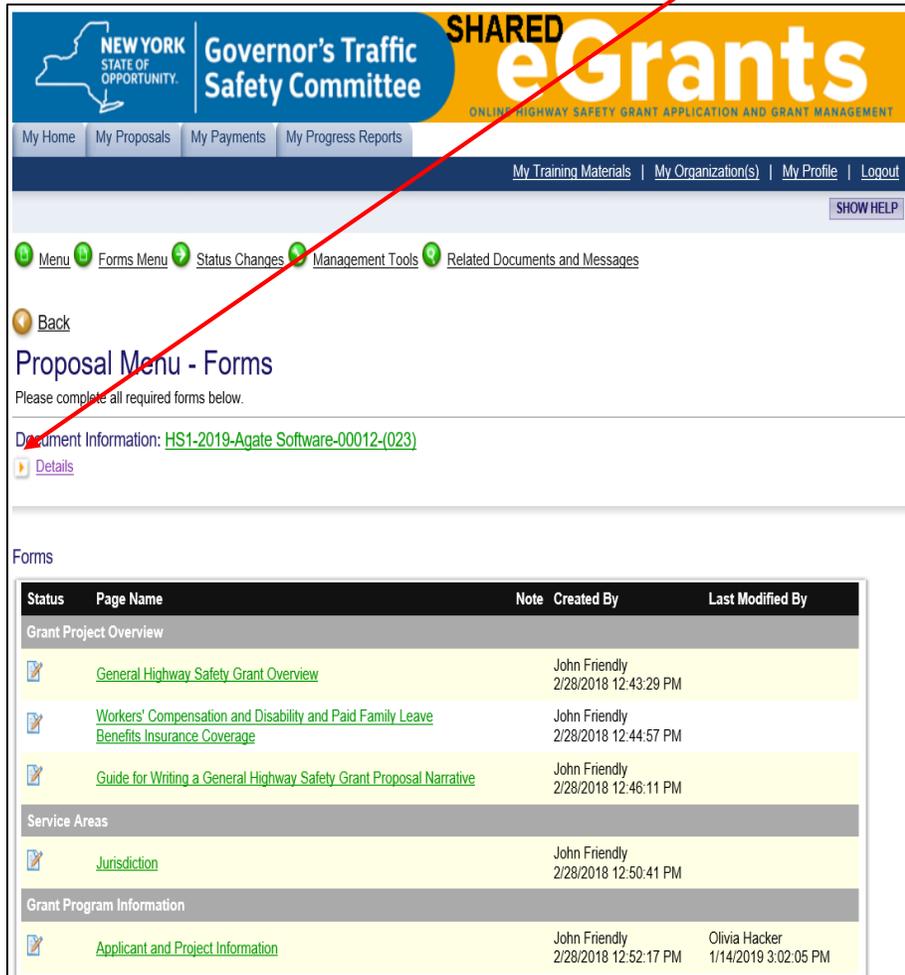
Hover the mouse pointer over the “Status Changes” link. When the “Status Changes – Possible Statuses” menu appears, click the “Apply Status” button under “Grant Modification Request Submitted”.

On the “Agreement” page, click the “I Agree” button.

The screenshot shows the 'eGrants' application interface. At the top, there is a navigation bar with 'My Home', 'My Proposals', 'My Payments', and 'My Progress Reports'. Below this, there are links for 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout'. A secondary navigation bar contains 'SAVE', 'SAVE/NEXT', 'NEXT', 'PRINT VERSION', 'ADD NOTE', and 'CHECK GLOBAL ERRORS'. The main navigation menu includes 'Menu', 'Forms Menu', 'Status Changes', 'Management Tools', and 'Related Documents and Messages'. The 'Status Changes' menu is open, showing two options: 'GRANT MODIFICATION REQUEST SUBMITTED' and 'GRANT MODIFICATION REQUEST CANCELLED'. The 'APPLY STATUS' button under the first option is highlighted with a red arrow. Below the menu, there is a date field set to '02/12/2019' and a 'GO' button. The main content area contains instructions for submitting a grant modification request, including a 'Request Date' field and a list of change types: Budget Modification (checked), Scope Change, Time Extension, Other, and Justification.

The screenshot shows the 'Agreement' page in the eGrants application. The page title is 'Agreement' and the subtitle is 'Please make a selection below to continue.'. Below this, there is a question: 'Are you sure you want to submit your modification request?'. Underneath, there is a text area for notes with the prompt 'If you would like to include notes about this status change, please supply them below.'. The text area is empty and has a character count of '0 of 2000'. At the bottom of the page, there are two buttons: 'I AGREE' and 'I DO NOT AGREE'. The 'I AGREE' button is highlighted with a red arrow. The footer of the page includes 'Powered by IntelliGrants ©' and '© Copyright 2000-2019 Agate Software, Inc.'

On the “**Proposal Menu – Forms**” page, click the expand icon , which appears next to the “**Details**” link.



NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee SHARED eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home My Proposals My Payments My Progress Reports My Training Materials My Organization(s) My Profile Logout SHOW HELP

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Back

Proposal Menu - Forms

Please complete all required forms below.

Document Information: [HS1-2019-Agate Software-00012-\(023\)](#)

[Details](#)

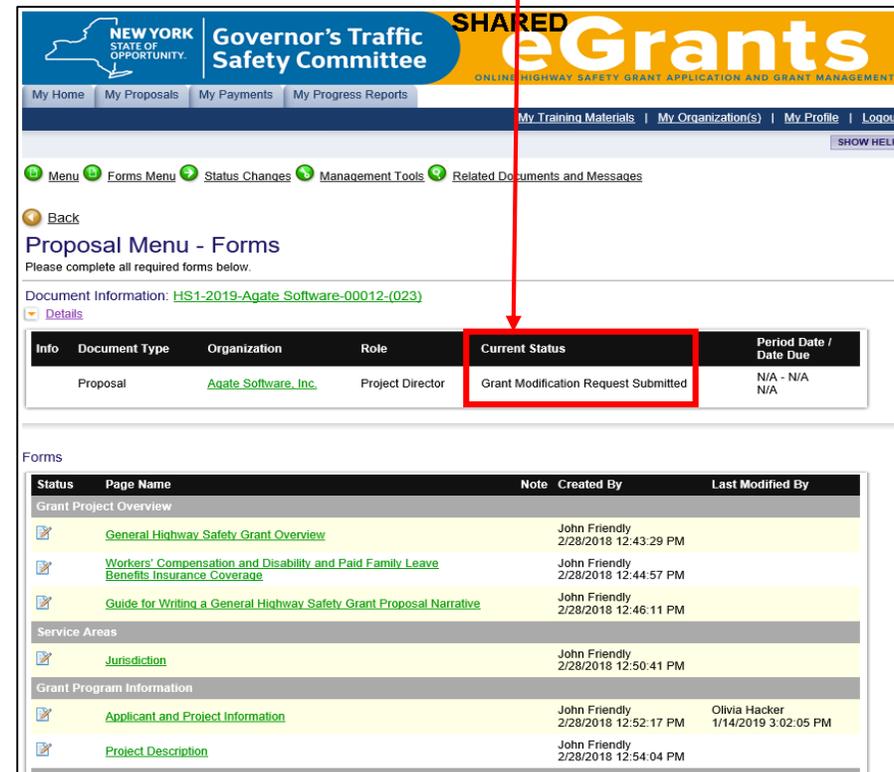
Forms

Status	Page Name	Note	Created By	Last Modified By
Grant Project Overview				
	General Highway Safety Grant Overview		John Friendly 2/28/2018 12:43:29 PM	
	Workers' Compensation and Disability and Paid Family Leave Benefits Insurance Coverage		John Friendly 2/28/2018 12:44:57 PM	
	Guide for Writing a General Highway Safety Grant Proposal Narrative		John Friendly 2/28/2018 12:46:11 PM	
Service Areas				
	Jurisdiction		John Friendly 2/28/2018 12:50:41 PM	
Grant Program Information				
	Applicant and Project Information		John Friendly 2/28/2018 12:52:17 PM	Olivia Hacker 1/14/2019 3:02:05 PM

If the “**Current Status**” field is “**Grant Modification Request Submitted**”, your request has been submitted.

Current Status
Grant Modification Request Submitted

If the “**Current Status**” field is **NOT** “**Grant Modification Submitted**”, your request was **NOT** submitted. Repeat the steps on page 16.



NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee SHARED eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home My Proposals My Payments My Progress Reports My Training Materials My Organization(s) My Profile Logout SHOW HELP

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Back

Proposal Menu - Forms

Please complete all required forms below.

Document Information: [HS1-2019-Agate Software-00012-\(023\)](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Proposal	Agate Software, Inc.	Project Director	Grant Modification Request Submitted	N/A - N/A N/A

Forms

Status	Page Name	Note	Created By	Last Modified By
Grant Project Overview				
	General Highway Safety Grant Overview		John Friendly 2/28/2018 12:43:29 PM	
	Workers' Compensation and Disability and Paid Family Leave Benefits Insurance Coverage		John Friendly 2/28/2018 12:44:57 PM	
	Guide for Writing a General Highway Safety Grant Proposal Narrative		John Friendly 2/28/2018 12:46:11 PM	
Service Areas				
	Jurisdiction		John Friendly 2/28/2018 12:50:41 PM	
Grant Program Information				
	Applicant and Project Information		John Friendly 2/28/2018 12:52:17 PM	Olivia Hacker 1/14/2019 3:02:05 PM
	Project Description		John Friendly 2/28/2018 12:54:04 PM	

Payment Requests

Payment Request Due Dates

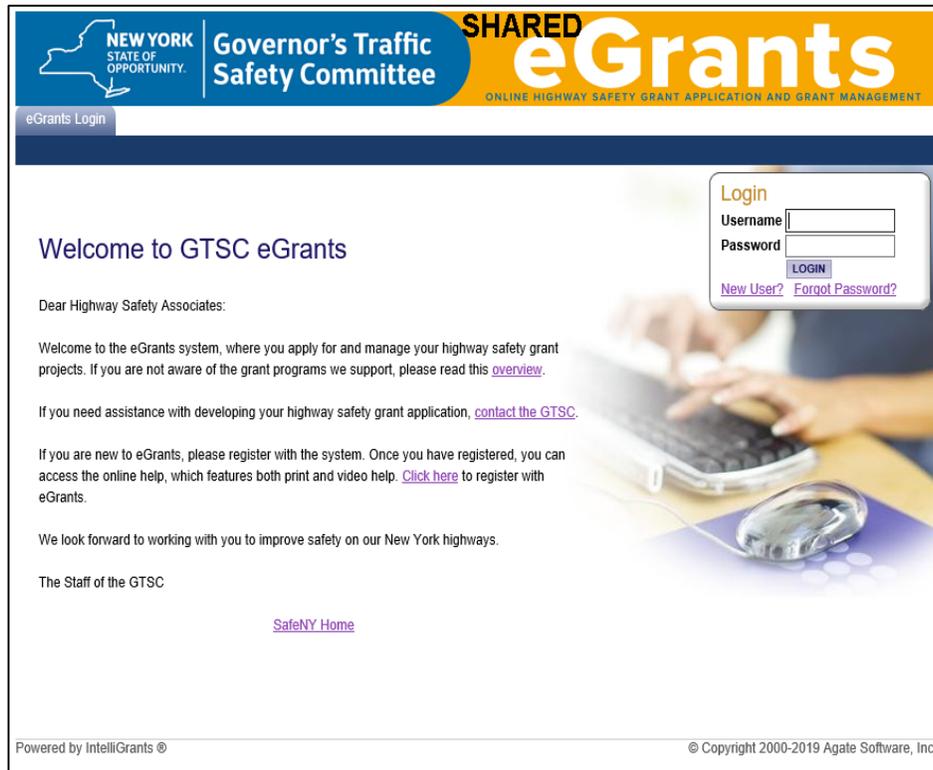
Quarter Dates	Due Date
October 1 – December 31	January 31
January 1 – March 31	April 30
April 1 – June 30	July 31
July 1 – September 30	October 31

The “**Claim for Payment – Instruction Guide**” provides important information regarding reimbursement and documentation requirements.

The guide is available at: www.safeny.ny.gov on the “**Forms & Instructions**” page.

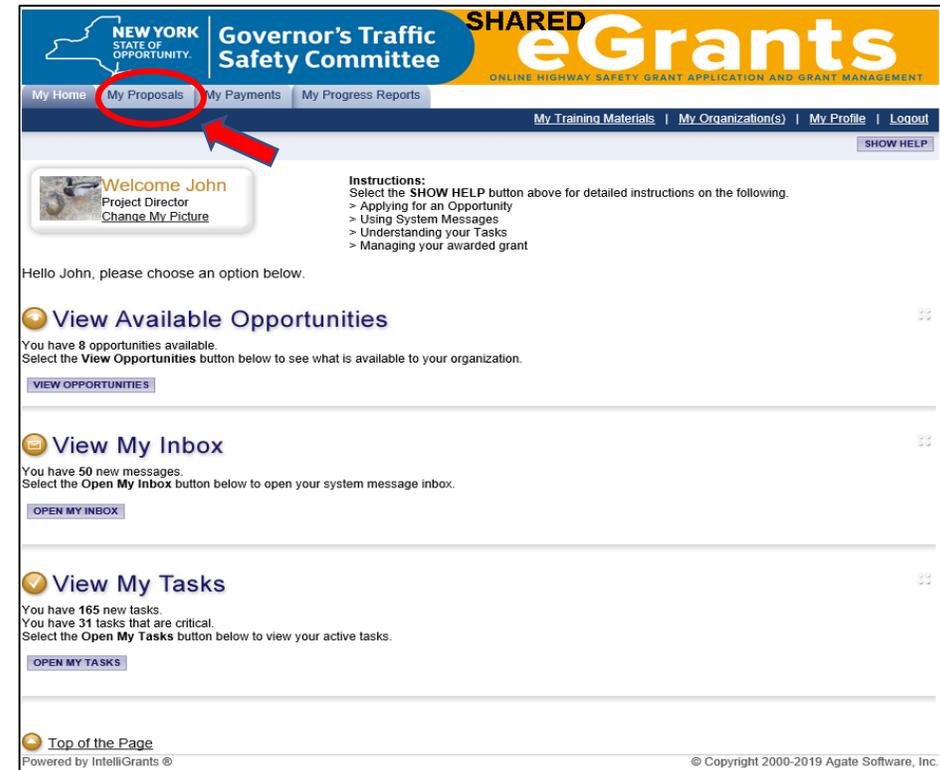
How to Initiate a Highway Safety Program Payment Request

Login to eGrants.



The screenshot shows the login page for the Governor's Traffic Safety Committee (GTSC) eGrants system. The header includes the New York State logo and the text "SHARED eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT". A navigation bar contains "My Home", "My Proposals", "My Payments", and "My Progress Reports". The main content area features a "Welcome to GTSC eGrants" message and a login form with fields for "Username" and "Password", a "LOGIN" button, and links for "New User?" and "Forgot Password?". A background image shows hands typing on a laptop.

Locate the grant by using the "My Proposal" tab.

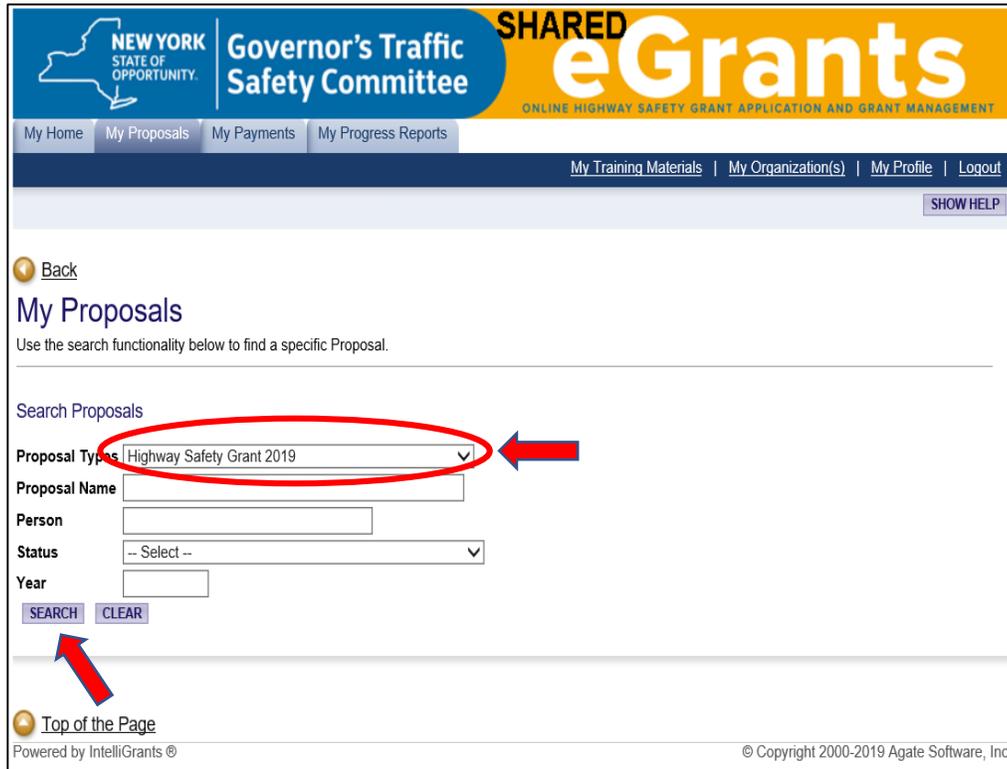


The screenshot shows the dashboard for a user named John, who is a Project Director. The "My Proposals" tab is highlighted with a red circle and a red arrow. The dashboard includes a "Welcome John" message with links for "Project Director" and "Change My Picture". It also features a "SHOW HELP" button and a list of instructions: "Select the SHOW HELP button above for detailed instructions on the following." followed by a list of tasks: "Applying for an Opportunity", "Using System Messages", "Understanding your Tasks", and "Managing your awarded grant". Below this, there are three main sections: "View Available Opportunities" (8 opportunities available), "View My Inbox" (50 new messages), and "View My Tasks" (165 new tasks, 31 critical). Each section has a corresponding button to view the content. At the bottom, there is a "Top of the Page" button and copyright information for IntelliGrants and Agate Software.

In the “Proposals Types” field, using the teardrop , select “Highway Safety Grant 20XX”.

Click the “Search” button.

Click on the grant name link from the search results box.



NEW YORK STATE OF OPPORTUNITY. Governor's Traffic Safety Committee SHARED eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home My Proposals My Payments My Progress Reports My Training Materials My Organization(s) My Profile Logout

SHOW HELP

Back

My Proposals

Use the search functionality below to find a specific Proposal.

Search Proposals

Proposals Types Highway Safety Grant 2019

Proposals Name

Person

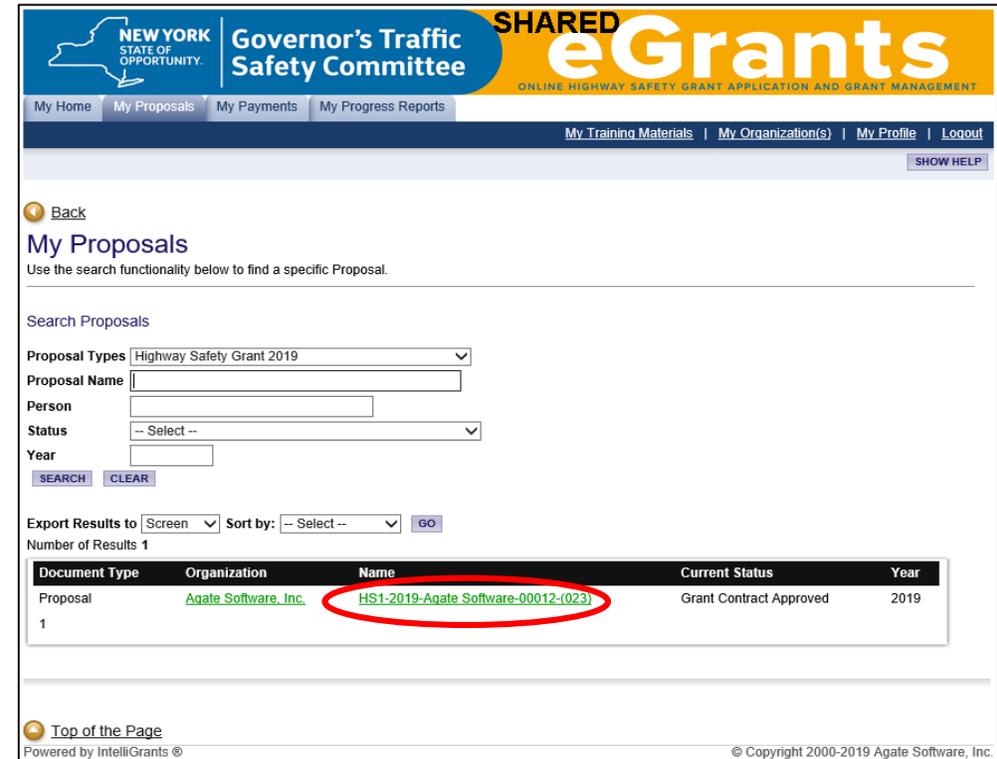
Status -- Select --

Year

SEARCH CLEAR

Top of the Page

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NEW YORK STATE OF OPPORTUNITY. Governor's Traffic Safety Committee SHARED eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home My Proposals My Payments My Progress Reports My Training Materials My Organization(s) My Profile Logout

SHOW HELP

Back

My Proposals

Use the search functionality below to find a specific Proposal.

Search Proposals

Proposals Types Highway Safety Grant 2019

Proposals Name

Person

Status -- Select --

Year

SEARCH CLEAR

Export Results to Screen Sort by: -- Select -- GO

Number of Results 1

Document Type	Organization	Name	Current Status	Year
Proposal	Agate Software, Inc.	HS1-2019-Agate Software-00012-(023)	Grant Contract Approved	2019

1

Top of the Page

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On the “Proposal Menu - Forms” page, click on the “Click here for Payments or Reports” link.

NEW YORK STATE OF OPPORTUNITY | **Governor's Traffic Safety Committee** | **SHARED eGrants**
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home | My Proposals | My Payments | My Progress Reports | My Training Materials | My Organization(s) | My Profile | Logout

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Back

Proposal Menu - Forms

Please complete all required forms below.

Document Information: [HS1-2019-Agate Software-00012-\(023\)](#)
[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Grant Project Overview				
	General Highway Safety Grant Overview		John Friendly 2/28/2018 12:43:29 PM	
	Workers' Compensation and Disability and Paid Family Leave Benefits Insurance Coverage		John Friendly 2/28/2018 12:44:57 PM	
	Guide for Writing a General Highway Safety Grant Proposal Narrative		John Friendly 2/28/2018 12:46:11 PM	
Service Areas				
	Jurisdiction		John Friendly 2/28/2018 12:50:41 PM	
Grant Program Information				
	Applicant and Project Information		John Friendly 2/28/2018 12:52:17 PM	Olivia Hacker 1/14/2019 3:02:05 PM
	Project Description		John Friendly 2/28/2018 12:54:04 PM	
Budget				
	Budget		John Friendly 2/28/2018 12:54:41 PM	
	Personal Services		John Friendly 2/28/2018 12:55:19 PM	
	Commodities (3)			
	Travel - In-State		Lucas Sewell 8/14/2018 9:29:59 AM	
	Travel - Out-Of-State		Lucas Sewell 8/14/2018 9:30:53 AM	
	Equipment		Lucas Sewell 8/14/2018 9:31:43 AM	
	Other Costs		Lucas Sewell 8/14/2018 9:32:34 AM	
	Budget Summary		John Friendly 2/28/2018 12:55:53 PM	John Friendly 2/28/2018 1:02:49 PM
Certification				
	Conditions		John Friendly 2/28/2018 1:03:28 PM	
	Certifications & Assurances		John Friendly 2/28/2018 1:04:02 PM	
	Request For Application (RFA) Statement		John Friendly 2/28/2018 1:05:51 PM	
Traffic Safety Board Endorsement				
	TSB APPROVAL		John Friendly 2/28/2018 1:07:05 PM	
Miscellaneous				
	Attachments-HSG		Olivia Hacker 1/14/2019 3:09:06 PM	
Grant Modifications				
	HS1 Grant Modification Instructions		Olivia Hacker 1/14/2019 3:11:44 PM	
	Grant Modification Request Form (12)			
Management Tools				
	Click here to Submit or Change Status			
	Click here to create Full Print Version			
	Click here to Add/Edit People			
	Click here for Payments or Reports			

Top of the Page
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Click on the **"Initiate a/an Payment HSG 20XX"** link.

On the **"Agreement"** page, click the **"I Agree"** button.

NEW YORK STATE OF OPPORTUNITY
Governor's Traffic Safety Committee
SHARED eGrants
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home | My Proposals | My Payments | My Progress Reports
My Training Materials | My Organization(s) | My Profile | Logout

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Back

Proposal Menu - Reports and Payments

The various sections below can link to items that are associated with this document.
You can only initiate a Payment or Progress Report at the step Grant Contract Approved.

Document Information: [HS1-2019-Agate Software-00012-\(023\)](#)
[Details](#)

Related Documents

Sort search results by: -- Select -- Filter by Document Type: GO

Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By
Payments	Initiate a/an Payment HSG 2019				
Progress Reports	Initiate a/an Progress Report HSG 2019				

Related Messages

Sort search results by: -- Select -- GO

Priority	Sender	Subject	Date/Time	Status
	Grant System	Grant Modification Denied for HS1-2019-Agate Software-00012-(023)	1/8/2019 11:23:49 AM	Unread
	Grant System	Grant Modification Request Submitted for HS1-2019-Agate Software-00012-(023)	1/8/2019 11:20:06 AM	Read
	Grant System	Grant Modification Denied for HS1-2019-Agate Software-00012-(023)	1/4/2019 11:47:23 AM	Unread
	Grant System	Grant Modification Request Submitted for HS1-2019-Agate Software-00012-(023)	1/4/2019 8:58:27 AM	Unread
	Grant System	Agate Software Has Submitted Proposal HS1-2019-Agate Software-00012-(023)	2/28/2018 1:07:45 PM	Unread

Top of the Page
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NEW YORK STATE OF OPPORTUNITY
Governor's Traffic Safety Committee
SHARED eGrants
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home | My Proposals | My Payments | My Progress Reports
My Training Materials | My Organization(s) | My Profile | Logout

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Agreement

Please make a selection below to continue.

Are you sure you want to create this Payment Voucher?

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Quarter Selection

On the “Payments Menu – Forms” page, click the “Quarter Selection” link.

NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee SHARED eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home My Proposals My Payments My Progress Reports My Training Materials My Organization(s) My Profile Logout

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Back Payments Menu - Forms

Please complete all required forms below.

Document Information: [HSG-PMT-2019-Agate Software-00008](#)
Parent Information: [HS1-2019-Agate Software-00012-\(023\)](#)

Details

Forms

Status	Page Name	Note	Created By	Last Modified By
	04 Quarter Selection			
Payments				
	Personal Services		John Friendly	2/7/2019 10:57:33 AM
	Commodities		John Friendly	2/7/2019 10:57:33 AM
	Travel: In-State		John Friendly	2/7/2019 10:57:33 AM
	Travel: Out-Of-State		John Friendly	2/7/2019 10:57:33 AM
	Equipment		John Friendly	2/7/2019 10:57:33 AM
	Other Costs		John Friendly	2/7/2019 10:57:33 AM
	Payment Request Summary		John Friendly	2/7/2019 10:57:33 AM
	Standard Claim for Payment Voucher			
Miscellaneous				
	Attachments			
Review				
	Voucher Submission to OSC			
Management Tools				
	Click here to Submit or Change Status			
	Click here to create Full Print Version			
	Click here to Add/Edit People			

Top of the Page

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Select the quarter costs were incurred, then click the “Save” button

If costs cover more than one quarter, select the most recent quarter. For example, if costs were incurred from October 1st – March 31st, you would select the 2nd quarter (January 1st – March 31st) because that is the most recent quarter costs were incurred.

NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee SHARED eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home My Proposals My Payments My Progress Reports My Training Materials My Organization(s) My Profile Logout

SAVE MARK AS COMPLETE CHECK GLOBAL ERRORS

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Back

Document Information: [HSG-PMT-2019-Agate Software-00008](#)
Parent Information: [HS1-2019-Agate Software-00012-\(023\)](#)

Details

You are here: > [Payments Menu](#) > [Forms Menu](#)

04 QUARTER SELECTION

Instructions:

- Please complete this page, then click the Save button.
- If you are submitting a claim for payment that spans more than one quarter, choose the most recent quarter.
- Once the page is completed and saved, click the Next Page button.

Quarter 1 (Oct. 1st - Dec. 31st)
 Quarter 2 (Jan 1st - March 31st)
 Quarter 3 (April 1st - June 30th)
 Quarter 4 (July 1st - Sept. 30th)

Top of the Page

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On the “Quarter Selection” page, click on the “Forms Menu” link.

The screenshot displays the eGrants portal for the New York State Governor's Traffic Safety Committee. The header includes the state logo and the text "SHARED eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT". A navigation bar contains links for "My Home", "My Proposals", "My Payments", and "My Progress Reports". A secondary navigation bar includes "My Training Materials", "My Organization(s)", "My Profile", and "Logout". Below these are buttons for "SAVE", "MARK AS COMPLETE", and "CHECK GLOBAL ERRORS". A horizontal menu features several items: "Menu", "Forms Menu" (circled in red), "Status Changes", "Management Tools", and "Related Documents and Messages". A "Back" button is located below the menu. The main content area shows document and parent information with links to "Details". A breadcrumb trail reads "You are here: > Payments Menu > Forms Menu". The section is titled "04 QUARTER SELECTION" and includes "Instructions:" with a list of steps: "Please complete this page, then click the Save button." (with a sub-note: "If you are submitting a claim for payment that spans more than one quarter, choose the most recent quarter."), and "Once the page is completed and saved, click the Next Page button." Below the instructions are four radio button options for quarter selection: "Quarter 1 (Oct. 1st - Dec. 31st)", "Quarter 2 (Jan 1st - March 31st)", "Quarter 3 (April 1st - June 30th)", and "Quarter 4 (July 1st - Sept. 30th)". At the bottom, there is a "Top of the Page" button, a footer with "Powered by IntelliGrants ©", and a copyright notice "© Copyright 2000-2019 Agate Software, Inc."

Payment Menu – Forms Page

- On the “Payment Menu – Forms” page, under the “Payments” section, are the following **budget categories**:
 - Personal Services
 - Commodities
 - Travel in State
 - Travel Out of State
 - Equipment
 - Other Costs
- Click on the budget category for one of the items being claimed.

NEW YORK STATE OF OPPORTUNITY
Governor's Traffic Safety Committee
SHARED eGrants
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home | My Proposals | My Payments | My Progress Reports | My Training Materials | My Organization(s) | My Profile | Logout

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Back

Payments Menu - Forms

Please complete all required forms below.

Document Information: [HSG-PMT-2019-Agate Software-00008](#)
Parent Information: [HS1-2019-Agate Software-00012:\(023\)](#)
[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
	04 Quarter Selection		John Friendly 2/7/2019 11:01:29 AM	
	Personal Services		John Friendly 2/7/2019 10:57:33 AM	
	Commodities		John Friendly 2/7/2019 10:57:33 AM	
	Travel: In-State		John Friendly 2/7/2019 10:57:33 AM	
	Travel: Out-Of-State		John Friendly 2/7/2019 10:57:33 AM	
	Equipment		John Friendly 2/7/2019 10:57:33 AM	
	Other Costs		John Friendly 2/7/2019 10:57:33 AM	
	Payment Request Summary		John Friendly 2/7/2019 10:57:33 AM	
	Standard Claim for Payment Voucher			
Miscellaneous				
	Attachments			
Review				
	Voucher Submission to OSC			
Management Tools				
	Click here to Submit or Change Status			
	Click here to create Full Print Version			
	Click here to Add/Edit People			

Top of the Page
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Budget Page

- Depending on how your budget was set up, there may be a drop down box for each type of item (or each item) under the category you selected.
 - If there is a drop down box, click on the teardrop ▾, then click on the type/item being claimed, then click go. This will bring you to the page for that item.
 - If there is no drop down box it means there is only one page in your budget for the category you selected.
- In the “**Current Request**” field, enter the amount being requested for the item (s) listed on the page.
- Click the “**Save**” button.
- If you have a drop down box on the page and have additional items to claim for the category you selected, repeat the steps on this page.
- If you have additional items to claim for **another** category, go to page 28.
- If you have **no** other items to claim, go to page 29.

NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee SHARED eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home | My Proposals | My Payments | My Progress Reports

My Training Materials | My Organization(s) | My Profile | Logout

SAVE PRINT VERSION ADD NOTE MARK AS COMPLETE CHECK GLOBAL ERRORS

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Page Information
The information has been saved.

Back

Document Information: [HSG-PMT-2019-Agate Software-00008](#)
Parent Information: [HS1-2019-Agate Software-00012-023](#)

Details

You are here: > [Payments Menu](#) > [Forms Menu](#) > Payments

Educational Materials ▾ GO

COMMODITIES

Instructions:

- Please complete this page, then click the Save button.
- Clicking the Save button will calculate percentages and totals.
- Use the drop down box in the upper right hand side of the page to enter the payment request for additional approved items.
- Required fields are marked with an *.

Item	Educational Materials
Dollar Amount	\$300.00
Current Request	\$300.00
Reason	Pedestrian Safety Brochures

Top of the Page

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- On the **Budget** page you're on, hover the mouse point over the **"Forms Menu"** link until the **"Forms Menu"** appears, then click on the budget category page link for the next item being claimed.
- Repeat the steps on page 27.

NEW YORK STATE OF OPPORTUNITY | **Governor's Traffic Safety Committee** | **SHARED eGrants**
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home | My Proposals | My Payments | My Progress Reports | My Training Materials | My Organization(s) | My Profile | Logout

SAVE | PRINT VERSION | ADD NOTE | MARK AS COMPLETE | CHECK GLOBAL ERRORS

Menu **Forms Menu** | Status Changes | Management Tools | Related Documents and Messages

Forms Menu

Payments

- Personal Services
- Commodities
- Travel: In-State
- Travel: Out-Of-State
- Equipment
- Other Costs
- Payment Request Summary
- Standard Claim for Payment Voucher

PERSO

Instructions

- E
- P
- P

Request forms are named with an...
After you have completed all the payment forms, you must change the status to Submit.

[ps-1.doc](#)
Itemized Listing of Personal Services for Law Enforcement Hours
You must use the PS-1 to document the personal services costs that you are claiming. This link opens a Word document you can complete and save. You will need to upload this completed document with your payment request. You will need to print and include this completed form with your payment request standard voucher that you mail to GTSC.

[ps-1ne.doc](#)
Itemized Listing of Personal Services for Non-Law Enforcement
You must use the PS-1NE to document the personal services costs that you are claiming. This link opens a Word document you can complete and save. You will need to print and include this completed form with your payment request standard voucher that you mail to GTSC.

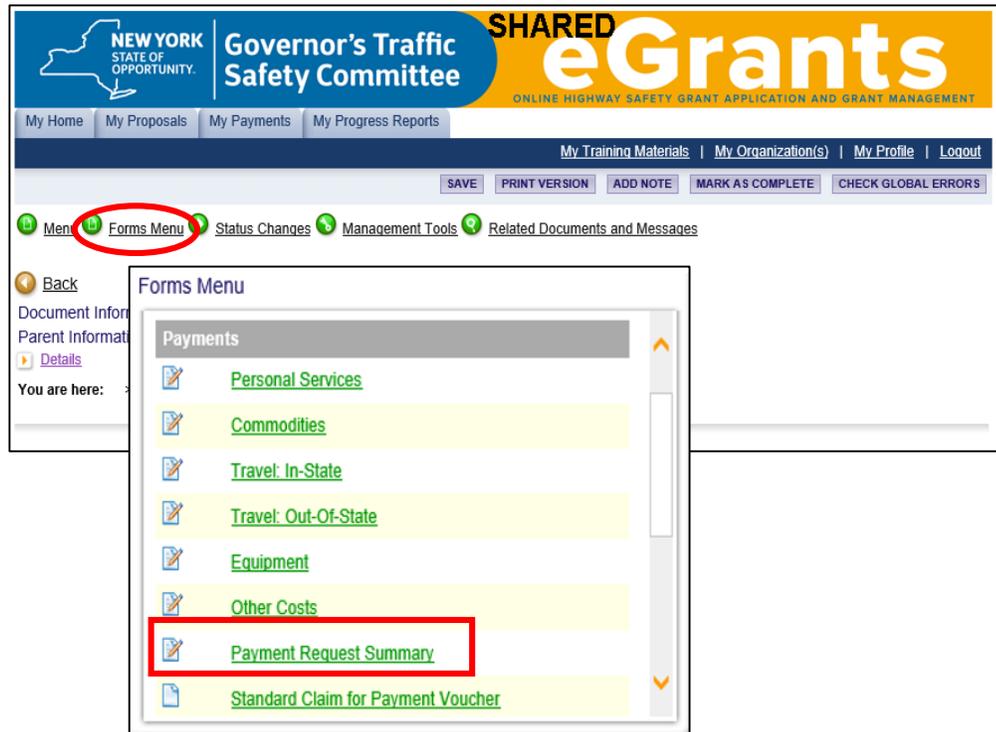
Job Title	Traffic Safety Educator
Total Amount	\$5,000.00
Current Request	<input type="text" value="\$1,000.00"/>

[Top of the Page](#)

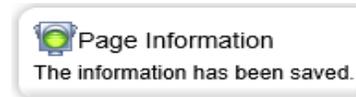
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Payment Request Summary Page

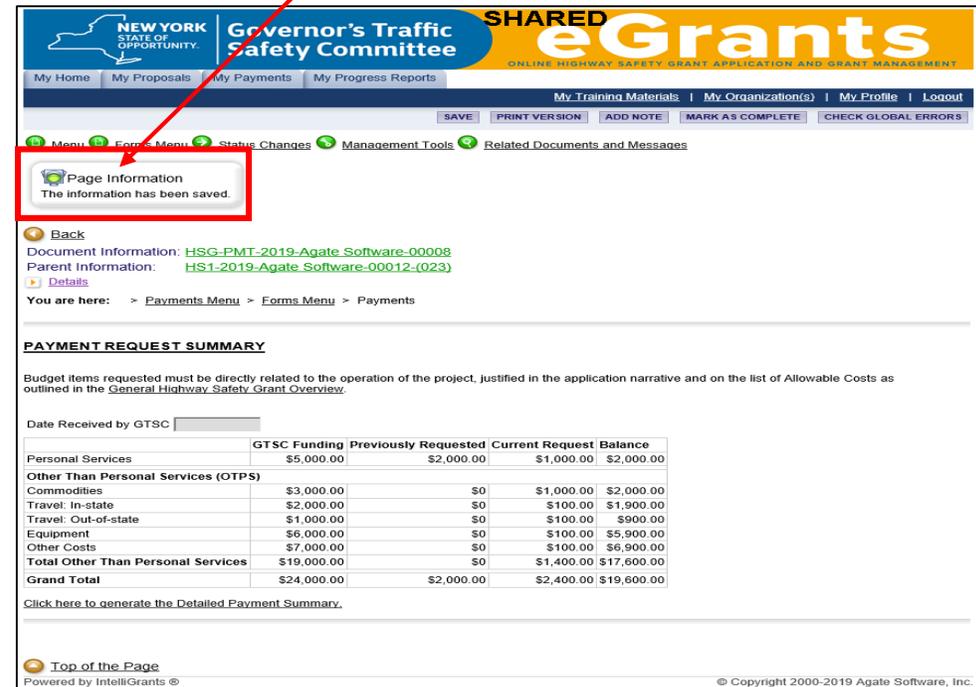
Hover the mouse point over the “Forms Menu” link. When the “Forms Menu” appears, click on the “Payment Request Summary” link.



The “Payment Request Summary” page must be visited or the system will generate an error when you try to submit the claim. As long as the following message appears on the page, you do not need to do anything.

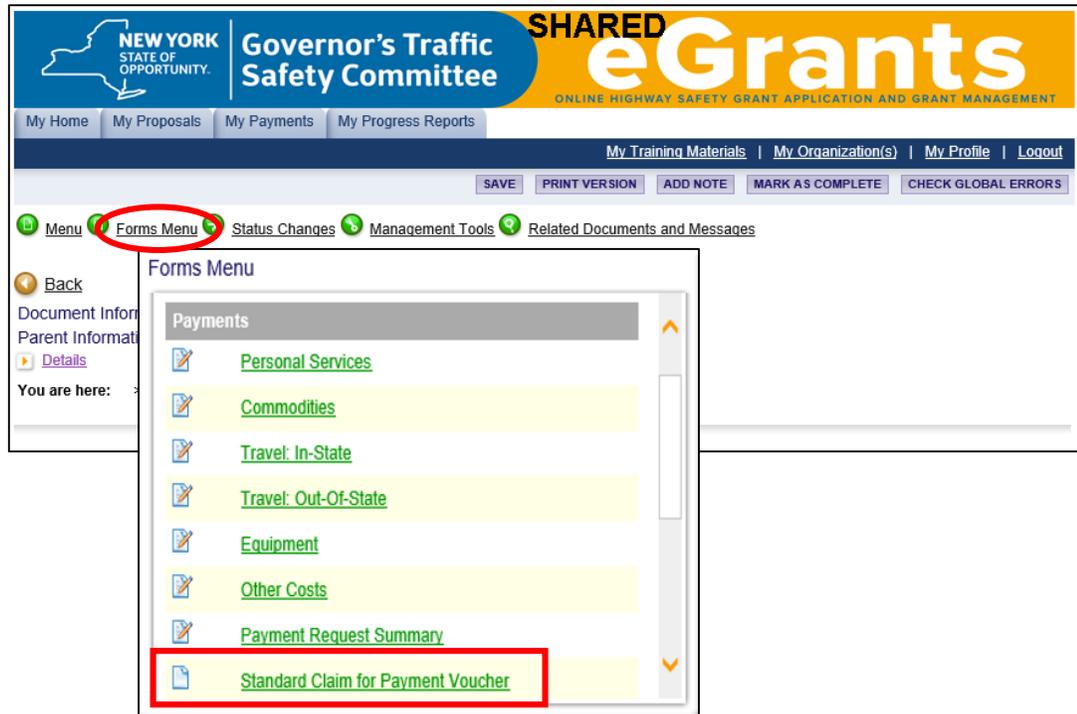


If this message doesn't appear, click the “Save” button.

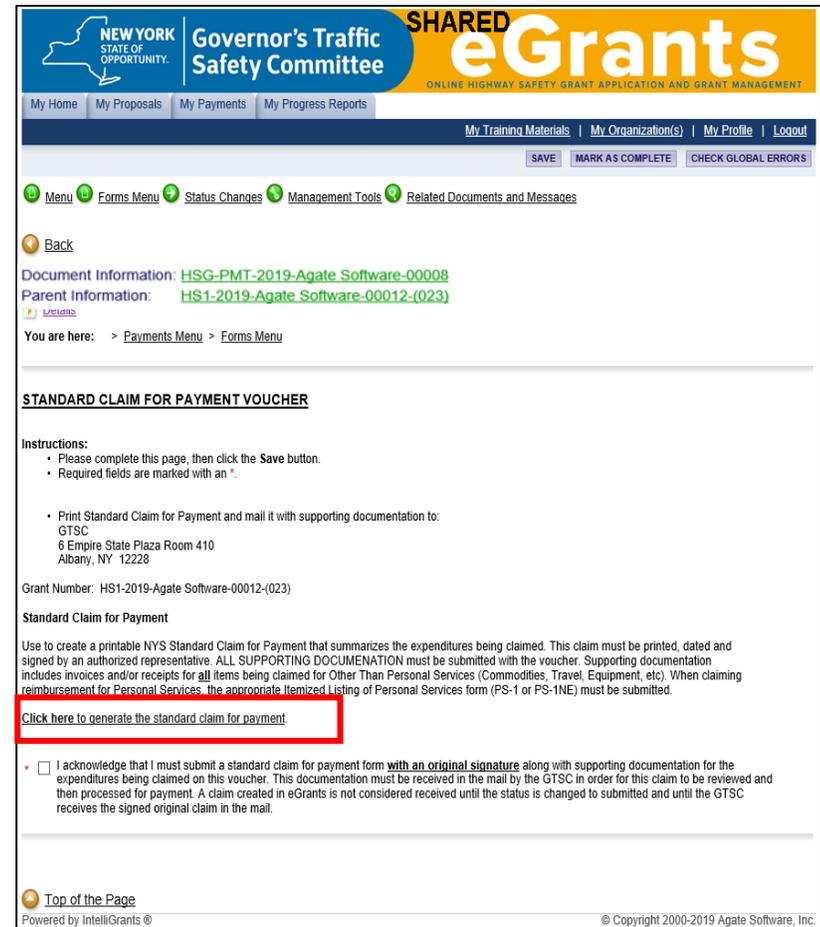


Standard Claim for Payment Voucher Page

Hover the mouse point over the “Forms Menu” link. When the “Forms Menu” appears, click on the “Standard Claim for Payment Voucher” link.



Click on the “Click here to generate the standard claim for payment” link.



Claim for Payment Form

- Print the “Claim for Payment” form.
- Review the form to make sure the information provided is correct.
- All fields in the “Vendor Certification” section must be completed **and** the form signed with an **original signature** by an authorized representative.  Please have the form signed in **blue** ink.
- Go to page 32 to continue with this request.

AC3253 (Effective 1/12) STATE OF NEW YORK										
CLAIM FOR PAYMENT										
Vendor Information										
Vendor Name Agate Software					Vendor Identification Number 1234567890					
Address 1234 Main St.			City Okemos		State MI		Zip Code 48864			
Reference					Invoice Number HS1-2019-00008					
Purchase Order No. and Date	Description of Materials/Services				Quantity	Unit	Price	Amount		
10/01/2018- 12/31/2018	Grant #: HS1-2019-Agate Software-00012-(023) Grant Name: k:ffjasdkifa HSG-PMT-2019-Agate Software-00008 Personal Services Commodities Travel In-State Travel Out Of State Equipment Other Costs									
									\$1,000.00	
									\$1,000.00	
									\$100.00	
									\$100.00	
									\$100.00	
									\$100.00	
								Total	\$2,400.00	
								Discount %		
								Net	\$2,400.00	
NYS Agency Information										
Vendor Identification Number			Vendor Location ID			Vendor Address Sequence				
Voucher ID		Business Unit Name Governors Traffic Safety			Bus. Unit DMV02	Interest Eligible (Y/N)	Contract ID			
Payment Date (MM) (DD) (YY)			Liability Date (MM) (DD) (YY)			Merch/Inv. Rec'd Date (MM) (DD) (YY)				
Withholding Class	Withholding Amount		Handling Code	Payee Amount		Agency Internal Use				
Invoice Number HS1-2019-00008					Invoice Date					
PeopleSoft Format Charge Lines (If Applicable)										
Business Unit	Department		Program		Fund		Account			
DMV02	3700393		39054		25319		60301			
Budget Reference	Project ID		Activity		Class		Operating Unit			
	MULTI23NHTS-B									
Product	Chartfield 1- Accumulator		Chartfield 2 - Agency Use		Chartfield 3		Amount			
Legacy Format Charge Lines (If Applicable)										
Expenditures						Liquidation				
Dept	Cost Center	Var	Yr.	Object	Accum	Amount	Org. Agency	PO/Contract	Line	F/P
					Dest	Statewise				
Liability Date		From Date		TC		Subledger		Optional		

Standard Claim for Payment Voucher Page Continued

- The acknowledgement statement must be completed by clicking in the box, then clicking on the “Save” button.

* I acknowledge that I must submit a standard claim for payment form **with an original signature** along with supporting documentation for the expenditures being claimed on this voucher. This documentation must be received in the mail by the GTSC in order for this claim to be reviewed and then processed for payment. A claim created in eGrants is not considered received until the status is changed to submitted and until the GTSC receives the signed original claim in the mail.

- If you need to upload documentation, go to page 33 of these instructions.
- If you do **NOT** need to upload documentation, **stay** on the “Standard Claim for Payment Voucher” page and go to page 35 of these instructions.

NEW YORK STATE OF OPPORTUNITY | Governor's Traffic Safety Committee | SHARED eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home | My Proposals | My Payments | My Progress Reports | My Training Materials | My Organization(s) | My Profile | Logout

SAVE | MARK AS COMPLETE | CHECK GLOBAL ERRORS

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Back

Document Information: [HSG-PMT-2019-Agate Software-00008](#)
Parent Information: [HS1-2019-Agate Software-00012-\(023\)](#)
[Details](#)

You are here: > [Payments Menu](#) > [Forms Menu](#)

STANDARD CLAIM FOR PAYMENT VOUCHER

Instructions:

- Please complete this page, then click the **Save** button.
- Required fields are marked with an *.

Print Standard Claim for Payment and mail it with supporting documentation to:
GTSC
6 Empire State Plaza Room 410
Albany, NY 12228

Grant Number: HS1-2019-Agate Software-00012-(023)

Standard Claim for Payment

Use to create a printable NYS Standard Claim for Payment that summarizes the expenditures being claimed. This claim must be printed, dated and signed by an authorized representative. ALL SUPPORTING DOCUMENTATION must be submitted with the voucher. Supporting documentation includes invoices and/or receipts for all items being claimed for Other Than Personal Services (Commodities, Travel, Equipment, etc). When claiming reimbursement for Personal Services, the appropriate Itemized Listing of Personal Services form (PS-1 or PS-1NE) must be submitted.

[Click here to generate the standard claim for payment.](#)

* I acknowledge that I must submit a standard claim for payment form **with an original signature** along with supporting documentation for the expenditures being claimed on this voucher. This documentation must be received in the mail by the GTSC in order for this claim to be reviewed and then processed for payment. A claim created in eGrants is not considered received until the status is changed to submitted and until the GTSC receives the signed original claim in the mail.

Top of the Page

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How to Upload Documentation to the Attachments Page

To access the “Attachments” page, hover the mouse pointer over the “Forms Menu” link at the top of the page, scroll down and click on the “Attachments” link.

The screenshot displays the 'eGrants' system interface for the Governor's Traffic Safety Committee. At the top, there is a navigation bar with 'My Home', 'My Proposals', 'My Payments', and 'My Progress Reports'. Below this, a 'Forms Menu' dropdown is open, listing various document types: 'Travel: In-State', 'Travel: Out-Of-State', 'Equipment', 'Other Costs', 'Payment Request Summary', 'Standard Claim for Payment Voucher', 'Miscellaneous', and 'Attachments'. The 'Attachments' link is highlighted with a red box. A red arrow points from the text on the left to this link. Another red arrow points from the right side of the screen to the 'Attachments' link. The page also includes a 'Standard Claim for Payment' section with instructions and a checkbox for acknowledging the submission process.

Attachments Page

- To upload documentation to the **“Attachments”** page:
 - In the **“Description”** field enter a description (Ex. Equipment Requisition Form).
 - Press **“Browse”**, choose the desired file, then click the **“Save”** Button.

Description

File name

- Once you click the **“Save”** button, verify that a link appears.

Description

File name

Note – If a link does not appear it means the upload was unsuccessful. Repeat the previous step. If you continue to have trouble uploading your document, please contact your Highway Safety Program Representative.

- If you have additional documentation to upload, click the **“Add”** button, then repeat the steps on this page.

NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee SHARED eGrants

My Home | My Proposals | My Payments | My Progress Reports

My Training Materials | My Organization(s) | My Profile | Logout

SAVE | NEXT PAGE | MARK AS COMPLETE | CHECK GLOBAL ERRORS

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Back

Document Information: HSG-PMT-2019-Agate Software-00008
Parent Information: HSG-2019-Agate Software-00012-023

You are here: > Payments Menu > Forms Menu

ATTACHMENTS

Instructions:

- Use this page to upload your agency's seat belt use policy if your agency is a new applicant, was previously included as part of a block grant, or was denied funding in FY2019.
- Please enter a brief description of the attachment.
- To attach an electronic file, press "BROWSE", choose the desired file and select "SAVE".
- For each additional attachment, first choose "ADD" and then complete the steps listed above.

Description

File name

Comments

0 of 500

Top of the Page

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NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee SHARED eGrants

My Home | My Proposals | My Payments | My Progress Reports

My Training Materials | My Organization(s) | My Profile | Logout

SAVE | NEXT PAGE | ADD | DELETE | PRINT VERSION | ADD NOTE | MARK AS COMPLETE | CHECK GLOBAL ERRORS

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Page Information

The information has been saved.

Back

Document Information: HSG-PMT-2019-Agate Software-00008
Parent Information: HSG-2019-Agate Software-00012-023

You are here: > Payments Menu > Forms Menu > Miscellaneous

ATTACHMENTS

Instructions:

- Use this page to upload your agency's seat belt use policy if your agency is a new applicant, was previously included as part of a block grant, or was denied funding in FY2019.
- Please enter a brief description of the attachment.
- To attach an electronic file, press "BROWSE", choose the desired file and select "SAVE".
- For each additional attachment, first choose "ADD" and then complete the steps listed above.

Description

File name

Comments

0 of 500

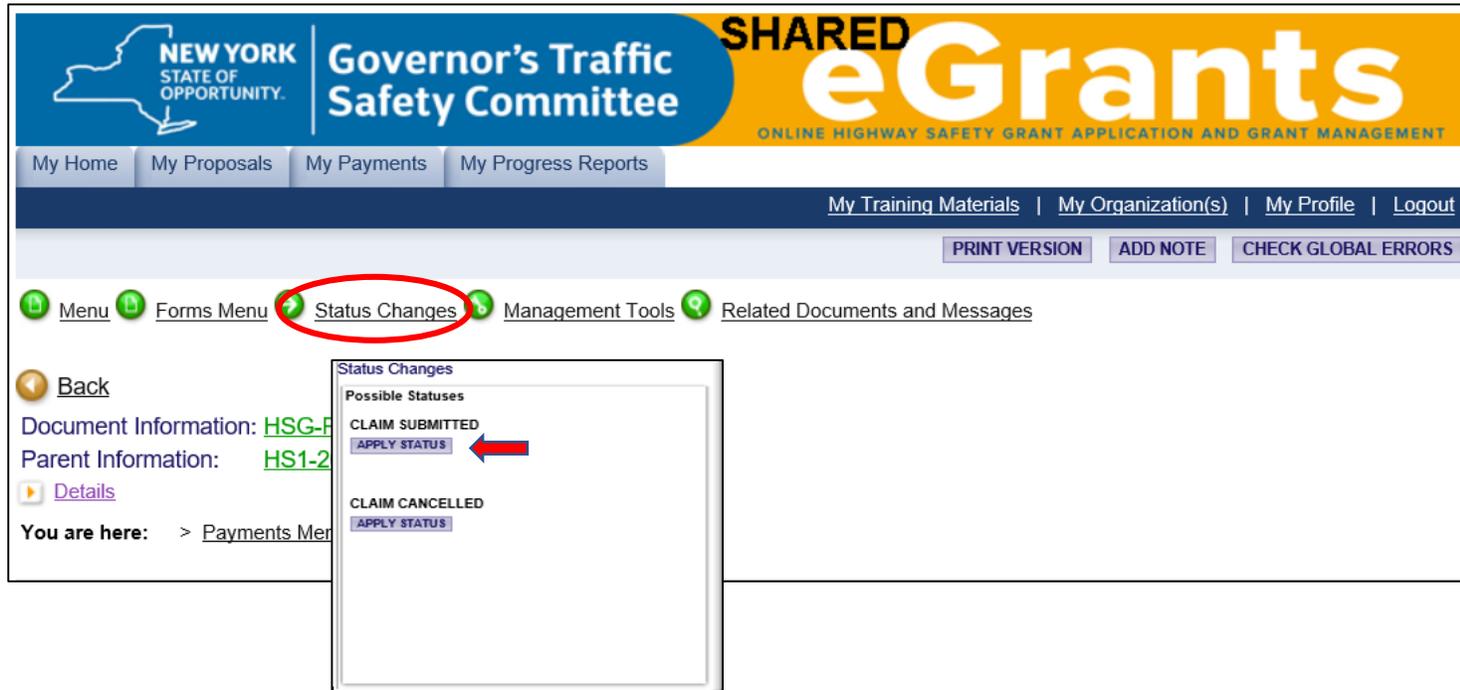
Top of the Page

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How to Submit the Payment Request

To submit the payment request from the page you're on:

Hover the mouse pointer over the **"Status Changes"** link. When the **"Status Changes - Possible Statuses"** menu appears, click the **"Apply Status"** button under **"Claim Submitted"**.



On the **“Agreement”** page, click the **“I Agree”** button.

*If the **“Global Errors”** page appeared instead of the **“Agreement”** page, go to page 38.*

NEW YORK STATE OF OPPORTUNITY | Governor's Traffic Safety Committee | SHARED eGrants
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home | My Proposals | My Payments | My Progress Reports | My Training Materials | My Organization(s) | My Profile | Logout

PRINT SHOW HELP

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Agreement

Please make a selection below to continue.

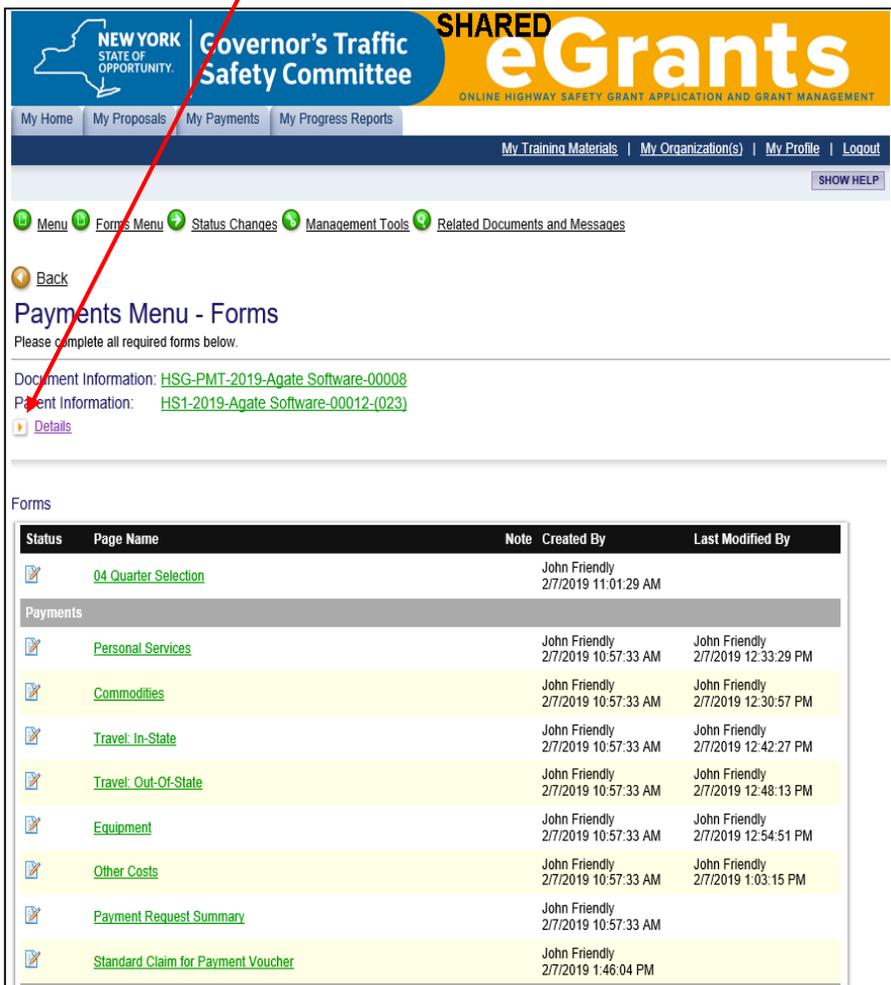
Are you sure you want to submit this claim for payment?
If you would like to include notes about this status change, please supply them below.

0 of 2000

I AGREE I DO NOT AGREE

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Click the expand icon , which appears next to the **“Details”** link.



NEW YORK STATE OF OPPORTUNITY | **Governor's Traffic Safety Committee** | **SHARED eGrants**
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home | My Proposals | My Payments | My Progress Reports | My Training Materials | My Organization(s) | My Profile | Logout

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Back

Payments Menu - Forms

Please complete all required forms below.

Document Information: [HSG-PMT-2019-Agate Software-00008](#)
 Parent Information: [HS1-2019-Agate Software-00012-\(023\)](#)
[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
	04 Quarter Selection		John Friendly 2/7/2019 11:01:29 AM	
Payments				
	Personal Services		John Friendly 2/7/2019 10:57:33 AM	John Friendly 2/7/2019 12:33:29 PM
	Commodities		John Friendly 2/7/2019 10:57:33 AM	John Friendly 2/7/2019 12:30:57 PM
	Travel: In-State		John Friendly 2/7/2019 10:57:33 AM	John Friendly 2/7/2019 12:42:27 PM
	Travel: Out-Of-State		John Friendly 2/7/2019 10:57:33 AM	John Friendly 2/7/2019 12:48:13 PM
	Equipment		John Friendly 2/7/2019 10:57:33 AM	John Friendly 2/7/2019 12:54:51 PM
	Other Costs		John Friendly 2/7/2019 10:57:33 AM	John Friendly 2/7/2019 1:03:15 PM
	Payment Request Summary		John Friendly 2/7/2019 10:57:33 AM	
	Standard Claim for Payment Voucher		John Friendly 2/7/2019 1:46:04 PM	

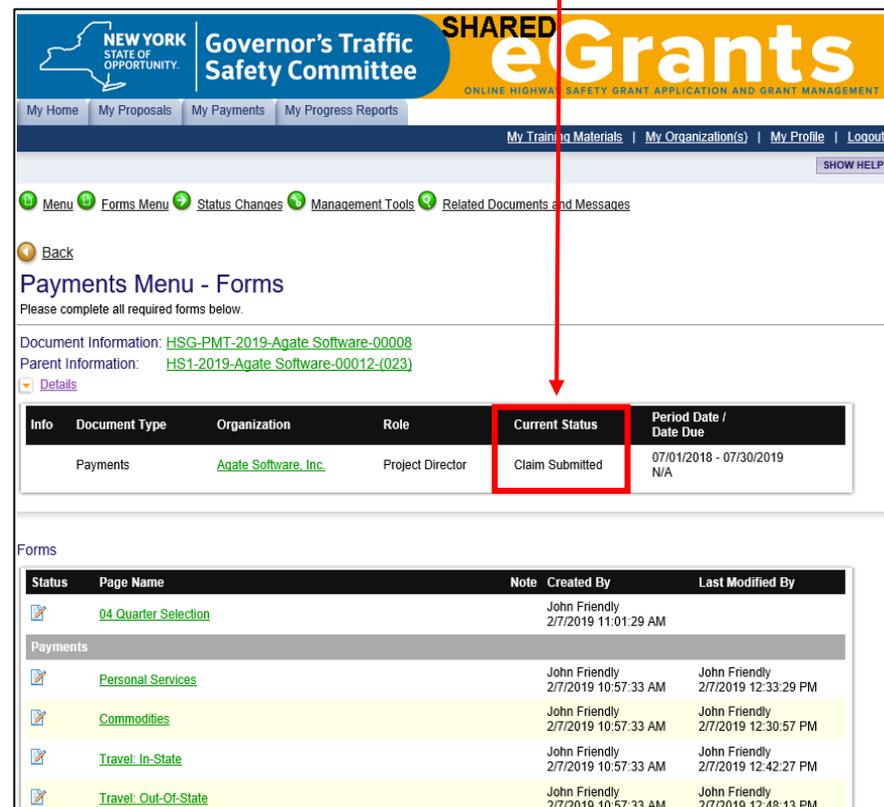
If the **“Current Status”** field is **“Claim Submitted”**, your claim has been submitted on eGrants.

Current Status

Claim Submitted

Your claim submission is not complete until the signed Claim for Payment form with supporting documentation is mailed AND received by the GTSC.

If the status is **NOT “Claim Submitted”**, repeat the steps on page 35.



NEW YORK STATE OF OPPORTUNITY | **Governor's Traffic Safety Committee** | **SHARED eGrants**
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home | My Proposals | My Payments | My Progress Reports | My Training Materials | My Organization(s) | My Profile | Logout

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Back

Payments Menu - Forms

Please complete all required forms below.

Document Information: [HSG-PMT-2019-Agate Software-00008](#)
 Parent Information: [HS1-2019-Agate Software-00012-\(023\)](#)
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Payments	Agate Software, Inc.	Project Director	Claim Submitted	07/01/2018 - 07/30/2019 N/A

Forms

Status	Page Name	Note	Created By	Last Modified By
	04 Quarter Selection		John Friendly 2/7/2019 11:01:29 AM	
Payments				
	Personal Services		John Friendly 2/7/2019 10:57:33 AM	John Friendly 2/7/2019 12:33:29 PM
	Commodities		John Friendly 2/7/2019 10:57:33 AM	John Friendly 2/7/2019 12:30:57 PM
	Travel: In-State		John Friendly 2/7/2019 10:57:33 AM	John Friendly 2/7/2019 12:42:27 PM
	Travel: Out-Of-State		John Friendly 2/7/2019 10:57:33 AM	John Friendly 2/7/2019 12:48:13 PM

Global Errors Page

- If the “**Global Errors**” page appeared when you tried to submit the claim, it means the claim has not been submitted. Claims cannot be submitted if the system detects an error in your payment request.
- Click on the page link below the error message.
 - If multiple errors exists, the pages should be fixed in the following order because changes to one page can affect other pages:
 - “**Quarter Selection**” page.
 - “**Budget**” pages (Ex. Personal Services, Commodities, etc.).
 - “**Payment Request Summary**” page.
 - “**Standard Claim for Payment Voucher**” page.
 - “**Attachments**” page.

NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee SHARED eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home My Proposals My Payments My Progress Reports My Training Materials My Organization(s) My Profile Logout

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Back

Global Errors

Document Information: [HSG-PMT-2019-Agate Software-00008](#)

[Details](#)

You must complete this page.

[04 Quarter Selection](#)

Information populated on this page is derived from other pages that were changed. Please review this page for accuracy.

[Payment Request Summary](#)

Please check the box at the bottom of the page to verify.;

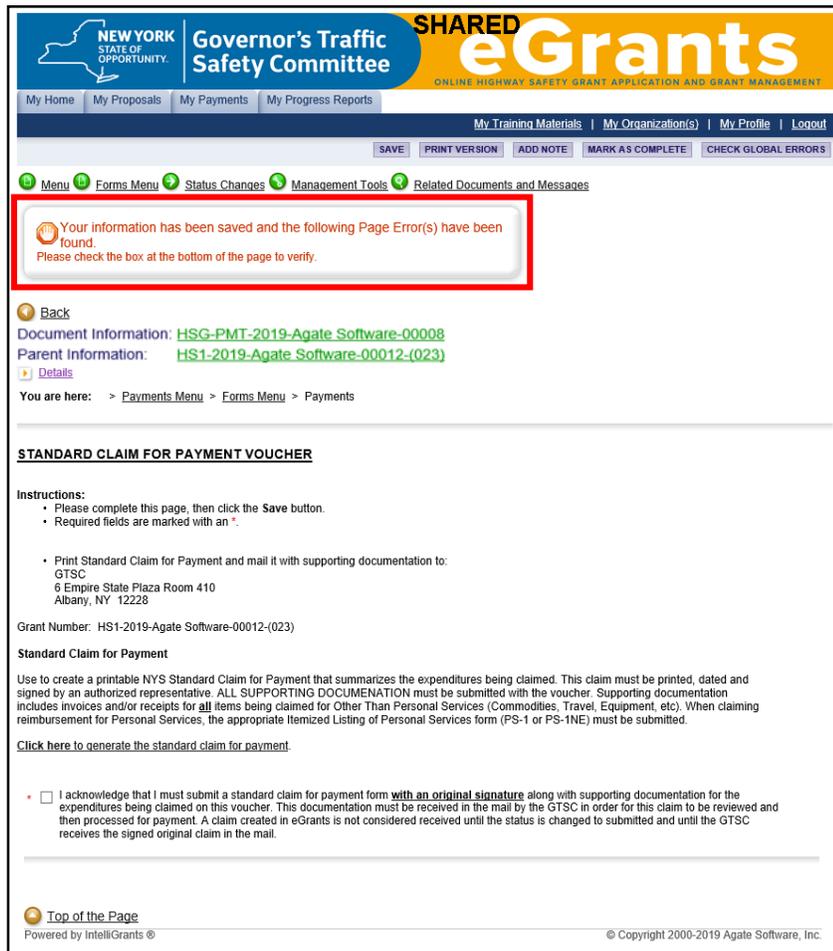
[Standard Claim for Payment Voucher](#)

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When you arrive on the page, read the error message and fix the error.

 Your information has been saved and the following Page Error(s) have been found.
Please check the box at the bottom of the page to verify.

Once the error is fixed, click the “Save” button.

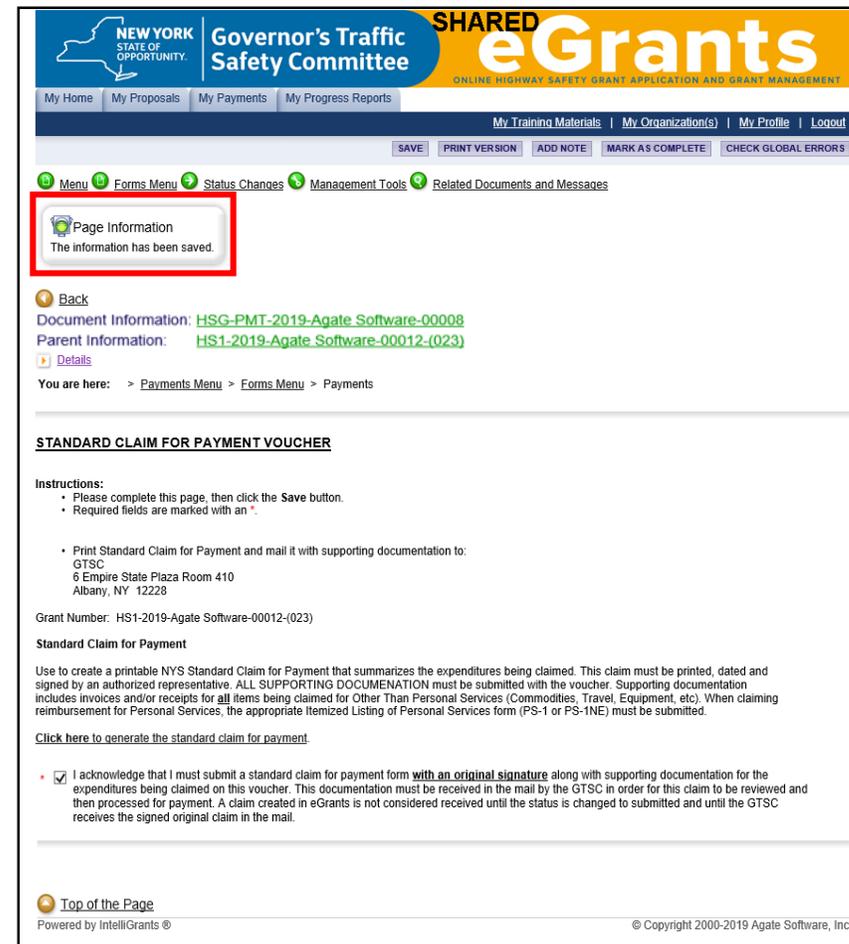


The screenshot shows the 'eGrants' application interface. At the top, there is a navigation bar with 'My Home', 'My Proposals', 'My Payments', and 'My Progress Reports'. Below this is a secondary navigation bar with 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout'. A toolbar contains buttons for 'SAVE', 'PRINT VERSION', 'ADD NOTE', 'MARK AS COMPLETE', and 'CHECK GLOBAL ERRORS'. A menu bar includes 'Menu', 'Forms Menu', 'Status Changes', 'Management Tools', and 'Related Documents and Messages'. A red-bordered box highlights a message: 'Your information has been saved and the following Page Error(s) have been found. Please check the box at the bottom of the page to verify.' Below the message, there is a 'Back' button and document information: 'Document Information: HSG-PMT-2019-Agate Software-00008' and 'Parent Information: HS1-2019-Agate Software-00012-(023)'. A breadcrumb trail shows 'You are here: > Payments Menu > Forms Menu > Payments'. The main content area is titled 'STANDARD CLAIM FOR PAYMENT VOUCHER' and contains instructions for completing the form, including a list of required fields and a print instruction. At the bottom, there is a checkbox for acknowledging the submission process and a 'Top of the Page' button.

Once the page is saved, verify there are no errors.

The following means there are no errors on the page:

 Page Information
The information has been saved.



The screenshot shows the 'eGrants' application interface after successful saving. The layout is identical to the previous screenshot, but the error message box is replaced by a success message: 'Page Information The information has been saved.' This message box is highlighted with a red border. The rest of the page content, including the navigation, toolbar, menu, document information, breadcrumb trail, and main content area, remains the same.

- When there are no errors on the page, repeat the steps that start on page 35.

*If you had additional errors on **other** pages, the easiest way to address those errors is to repeat the steps that start on page 35 until the “Global Errors” page no longer appears.*

Progress Reports

Reporting Requirements for the Highway Safety Grant Program

- The **Semi-Annual** progress report is for the activity that took place between October 1 – March 31*. This report is due by **April 15**.
- The **Final** report is for the activity that took place between October 1 – September 30*. This report is due by **October 15**.

**If no activity took place for the reporting period, a progress report stating so is required. Please use the “Narrative” section to explain why there was no activity.*

What is Needed to Complete the Report

To complete the progress report for a Highway Safety Program grant, grantees will need to provide a summary of their grant activities for the reporting period. The summary must address the activities mentioned in the **“Project Description”** section of the grant.

The following should be included in the summary:

- A statement as to the overall effectiveness of the grant.
- A list of the activities mentioned in your project description with the status of each activity.
- An assessment of the tasks and milestones mentioned in your project description.
- The most recent data to support your performance measures and evaluation.
- A list of achievements and problems encountered.
- What funds have been expended.
- If you are behind schedule, what part (s) of the project are behind schedule and why, and what measures are being taken to get the project on schedule.

Grantees have the option of entering the summary directly into the **“Narrative”** field, or uploading it as a Word document in the report.

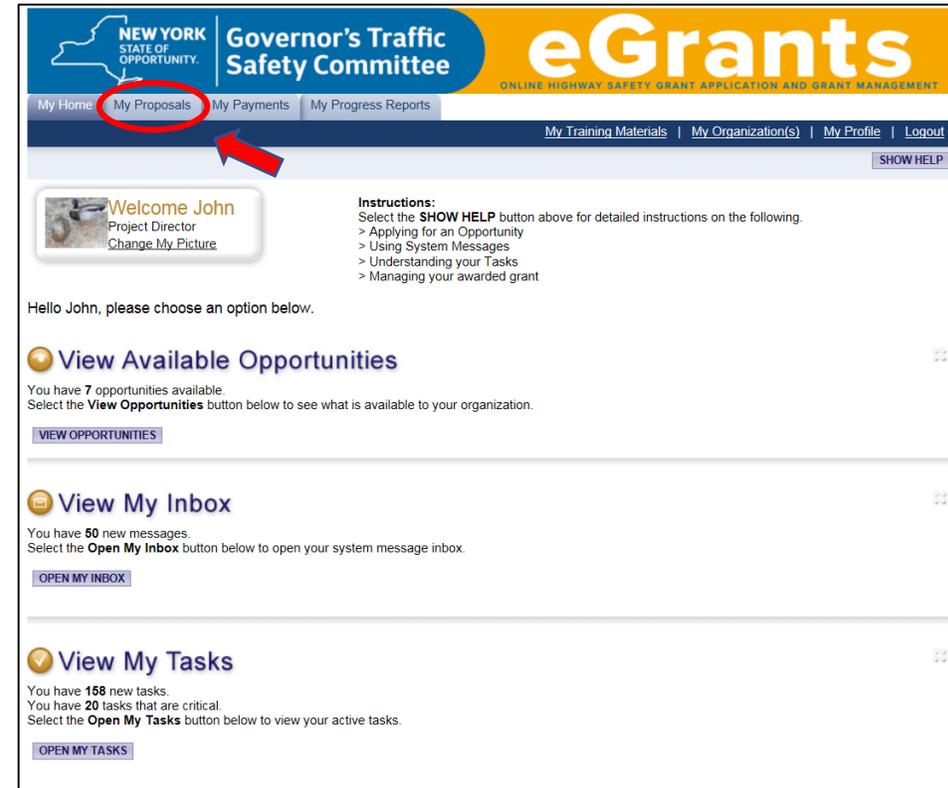
How to Initiate a Highway Safety Program Progress Report

Login to eGrants.



The screenshot shows the eGrants login page for the Governor's Traffic Safety Committee. The header includes the New York State of Opportunity logo, the committee name, and the eGrants logo. Below the header is a navigation bar with "eGrants Login" and a "SHOW HELP" button. The main content area features a "Welcome to GTSC eGrants" message, a "Dear Highway Safety Associates:" greeting, and a "Login" form with fields for "Username" and "Password", a "LOGIN" button, and links for "New User?" and "Forgot Password?". A background image shows hands typing on a laptop. At the bottom, it says "Powered by IntelliGrants™" and "© Copyright 2000-2018 Agate Software, Inc."

Locate the grant by using the “My Proposal” tab.



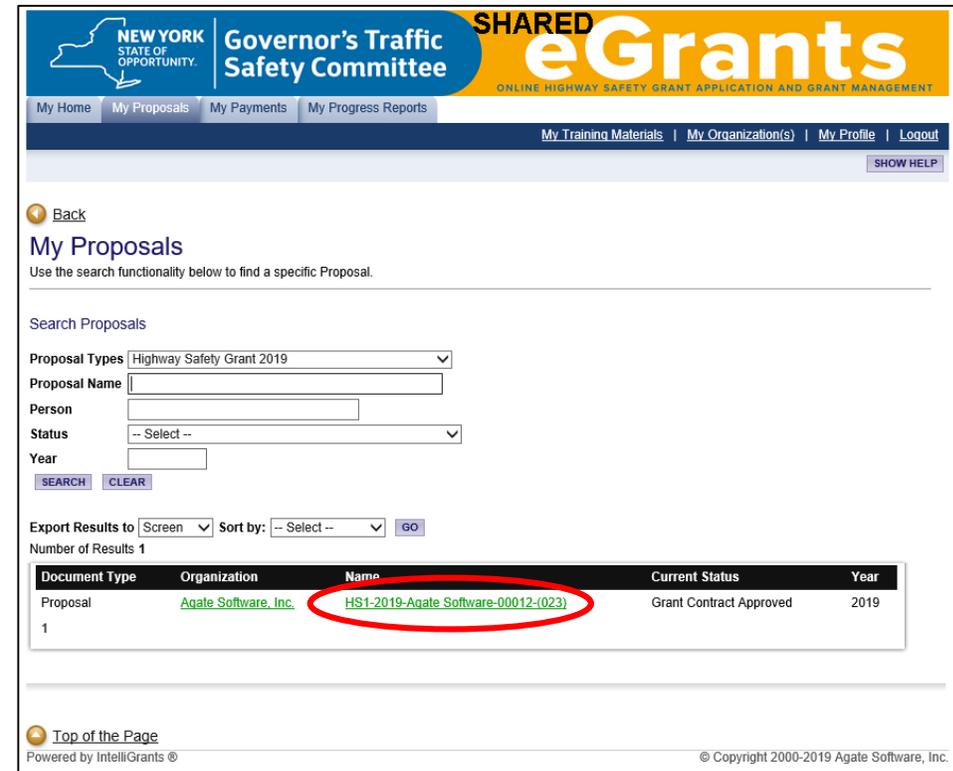
The screenshot shows the eGrants dashboard for a user named John. The header is the same as the login page. The navigation bar includes "My Home", "My Proposals" (highlighted with a red circle and a red arrow), "My Payments", and "My Progress Reports". Below the navigation bar are links for "My Training Materials", "My Organization(s)", "My Profile", and "Logout". The main content area includes a "Welcome John" message with a "Project Director" role and a "Change My Picture" link. There are "Instructions" for using the system, including links for "Applying for an Opportunity", "Using System Messages", "Understanding your Tasks", and "Managing your awarded grant". Below the instructions, there are three main sections: "View Available Opportunities" (7 opportunities available), "View My Inbox" (50 new messages), and "View My Tasks" (158 new tasks, 20 critical). Each section has a corresponding button to view the content.

In the **“Proposals Types”** field, using the teardrop , select the appropriate proposal type and year, then click the **“Search”** button.

Click on the grant name link from the search result box.



The screenshot shows the 'My Proposals' search page. The 'Proposals Types' dropdown menu is highlighted with a red circle, and a red arrow points to it from the right. Another red arrow points to the 'SEARCH' button at the bottom left. The page header includes the New York State logo and 'eGrants' branding.



The screenshot shows the search results page. The search criteria are: Proposal Types: Highway Safety Grant 2019, Proposal Name: (empty), Person: (empty), Status: -- Select --, Year: (empty). The search results table shows one result:

Document Type	Organization	Name	Current Status	Year
Proposal	Agate Software, Inc.	HS1-2019-Agate Software-00012-(023)	Grant Contract Approved	2019

The 'Name' column of the search result is highlighted with a red circle. The page footer includes 'Powered by IntelliGrants' and '© Copyright 2000-2019 Agate Software, Inc.'

On the “Proposal Menu – Forms” page, click on “Initiate Reports and Payment Request” link.

Proposal Menu - Forms
Please complete all required forms below.

Document Information: [HS1-2019-Agate Software-00012-\(023\)](#)
[Details](#)

Forms

Status	Page Name	Note	Created By	Last Modified By
Grant Project Overview				
	General Highway Safety Grant Overview		John Friendly	2/28/2018 12:43:29 PM
	Workers' Compensation and Disability and Paid Family Leave Benefits Insurance Coverage		John Friendly	2/28/2018 12:44:57 PM
	Guide for Writing a General Highway Safety Grant Proposal Narrative		John Friendly	2/28/2018 12:48:11 PM
Service Areas				
	Jurisdiction		John Friendly	2/28/2018 12:50:41 PM
Grant Program Information				
	Applicant and Project Information		John Friendly	2/28/2018 12:52:17 PM
	Project Description		John Friendly	2/28/2018 12:54:04 PM
Budget				
	Budget		John Friendly	2/28/2018 12:54:41 PM
	Personal Services		John Friendly	2/28/2018 12:55:19 PM
	Commodities (3)			
	Travel: In-State		Lucas Sewell	8/14/2018 9:29:59 AM
	Travel: Out-Of-State		Lucas Sewell	8/14/2018 9:30:53 AM
	Equipment		Lucas Sewell	8/14/2018 9:31:43 AM
	Other Costs		Lucas Sewell	8/14/2018 9:32:34 AM
	Budget Summary		John Friendly	2/28/2018 12:55:53 PM
Certification				
	Conditions		John Friendly	2/28/2018 1:03:28 PM
	Certifications & Assurances		John Friendly	2/28/2018 1:04:02 PM
	Request For Application (RFA) Statement		John Friendly	2/28/2018 1:05:51 PM
Traffic Safety Board Endorsement				
	TSB APPROVAL		John Friendly	2/28/2018 1:07:05 PM
Miscellaneous				
	Attachments-HSG		Olivia Hacker	1/14/2019 3:00:00 PM
Grant Modifications				
	HS1 Grant Modification Instructions		Olivia Hacker	1/14/2019 3:11:44 PM
	Grant Modification Request Form (12)			
Management Tools				
	Click here to Submit or Change Status			
	Click here to create Full Print Version			
	Click here to Add/Edit People			
	Click here for Payments or Reports			

Top of the Page March 2019
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On the “Proposal Menu – Reports and Payments” page, click on “Initiate a/an Progress Report HSG 20XX”.

Proposal Menu - Reports and Payments
The various sections below can link to items that are associated with this document.
You can only initiate a Payment or Progress Report at the step Grant Contract Approved.

Document Information: [HS1-2019-Agate Software-00012-\(023\)](#)
[Details](#)

Related Documents
Sort search results by: Filter by Document Type:

Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By
Payments	Initiate a/an Payment HSG 2019				
Progress Reports	Initiate a/an Progress Report HSG 2019				

Related Messages
Sort search results by:

Priority	Sender	Subject	Date/Time	Status
	Grant System	Grant Modification Denied for HS1-2019-Agate Software-00012-(023)	1/8/2019 11:23:49 AM	Unread
	Grant System	Grant Modification Request Submitted for HS1-2019-Agate Software-00012-(023)	1/8/2019 11:20:06 AM	Unread
	Grant System	Grant Modification Denied for HS1-2019-Agate Software-00012-(023)	1/4/2019 11:47:23 AM	Unread
	Grant System	Grant Modification Request Submitted for HS1-2019-Agate Software-00012-(023)	1/4/2019 8:56:27 AM	Unread
	Grant System	Agate Software Has Submitted Proposal HS1-2019-Agate Software-00012-(023)	2/28/2018 1:07:45 PM	Unread

Top of the Page
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On the “Agreement” page, click the “I Agree” button.

On the “Progress Reports Menu – Forms” page, click on the “Report Type Selection” link.

Status	Page Name	Note	Created By	Last Modified By
	Progress Report			
	Report Type Selection			
	Miscellaneous			
	Attachments			
	Management Tools			
	Click here to Submit or Change Status			
	Click here to create Full Print Version			
	Click here to Add/Edit People			

On the “**Report Type Selection**” page, select the appropriate report, then click the “**Save/Next**” button.

The screenshot displays the eGrants portal interface. At the top, there is a header with the New York State logo and the text "NEW YORK STATE OF OPPORTUNITY" and "Governor's Traffic Safety Committee". To the right, it says "SHARED eGrants" and "ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT". Below the header is a navigation bar with links for "My Home", "My Proposals", "My Payments", and "My Progress Reports". A secondary navigation bar includes "My Training Materials", "My Organization(s)", "My Profile", and "Logout". A row of buttons contains "SAVE", "SAVE/NEXT", "NEXT", and "CHECK GLOBAL ERRORS". A menu bar lists "Menu", "Forms Menu", "Status Changes", "Management Tools", and "Related Documents and Messages". A "Back" link is present. Document information is shown as "Document Information: HSG-PR-2019-Agate Software-00006" and "Parent Information: HS1-2019-Agate Software-00012-(023)". A "Details" link is also visible. The breadcrumb trail reads "You are here: > Progress Reports Menu > Forms Menu > Progress Report". The main content area is titled "REPORT TYPE SELECTION" and contains two radio button options: "Mid-Year Report (Includes activity from October 1st through March 31st)" and "Final Report (Includes activity from April 1st through September 30th)". A "Top of the Page" link is at the bottom. The footer includes "Powered by IntelliGrants ©" and "© Copyright 2000-2019 Agate Software, Inc."

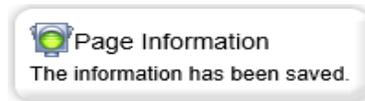
How to Complete the HS-9 Page

- In the “**Program Summary Activity**” section, indicate if the project is:
 - On or ahead of schedule.
 - Behind schedule
 - None (this means you have not started the project).
- In the “**Report Narrative**” section:
 - If uploading the summary, enter “Please see the “Attachments” page.”.
 - If entering the summary in the space provided, make sure to click the “**Save**” button periodically so you don’t lose any information.
- Complete the “**This report was prepared by**” field.
- Complete the “**Preparer’s email address**” field.
- Click the “**Save**” button.

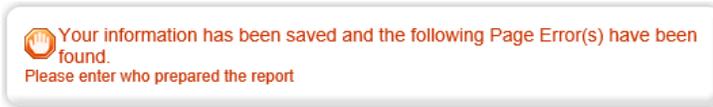
How to Check for Errors on the HS-9 Page

- Once the page is saved, if an error exists, an error message will appear at the top of the page.

- The following means the system didn't detect any errors.



- The following means there is an error on the page.



If an error exists, fix the error and click the “Save” button.

- If you need to upload documentation, click on the “Save/Next” button on the “HS-9” page, then go to page 51 of these instructions.
- If you do **NOT** need to upload documentation, **stay** on the “HS-9” page **and** go to page 52 of these instructions.

NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee SHARED eGrants ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home My Proposals My Payments My Progress Reports My Training Materials My Organization(s) My Profile Logout

SAVE SAVE/NEXT NEXT PRINT VERSION ADD NOTE MARK AS COMPLETE CHECK GLOBAL ERRORS

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Page Information
The information has been saved.

Back
Document Information: [HSG-PR-2019-Agate Software-00008](#)
Parent Information: [HS1-2019-Agate Software-00012-\(023\)](#)
[Details](#)

Program Component: midYear
You are here: > [Progress Reports Menu](#) > [Forms Menu](#) > Mid Year Report

HS-9

Alpha 20.600
Grant Number HS1-2019-Agate Software-00012-(023)
Grant Title k,ljjasdklfaj
Agency Name Agate Software, Inc.

Program Summary (Check appropriate boxes)
Activity: On or ahead of schedule Behind schedule None*

Report Narrative
Use the space below or upload a document using the Attachments link on the Progress Reports menu.
Provide a summary your grant's activities this period. Relate this report to the proposed activities in your approved grant. If project is reported Behind Schedule, state specifically what is behind schedule and why, and what measures are being taken to put the project on schedule.
Include an assessment of the tasks and milestones from your approved grant application. Note special achievements or problems encountered. Provide the most recent data to support your performance measures and evaluation.
The narrative should include statement as to the overall effectiveness of the grant.
Please see the "Attachments" page.
34 of 1500

This report was prepared by:
Preparer's email address:

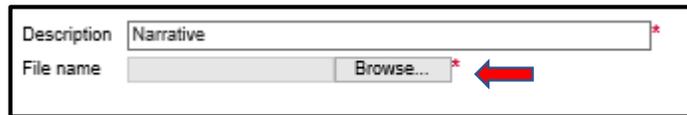
For Office Use Only

Comments

Top of the Page
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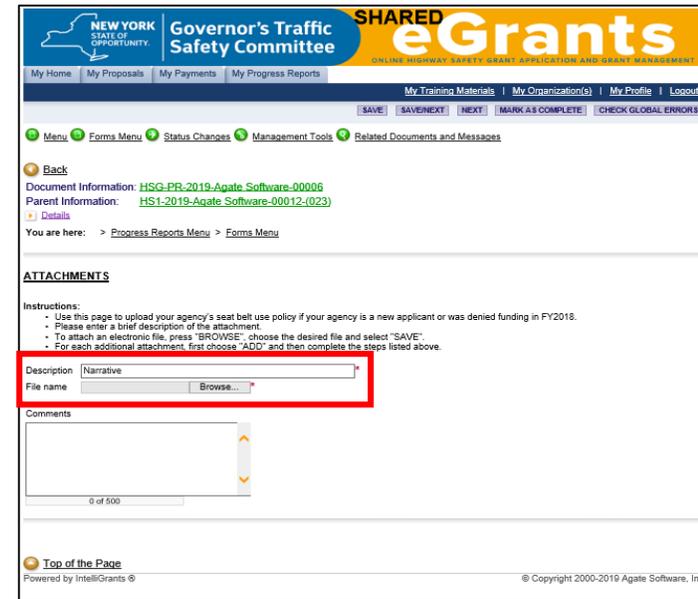
Attachments Page

- To upload documentation to the “Attachments” page:
 - In the “Description” field enter a description (Ex. Narrative).
 - Press “Browse”, choose the desired file, then click the “Save” Button.



Description *

File name Browse...*



NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee SHARED eGrants

My Home | My Proposals | My Payments | My Progress Reports | My Training Materials | My Organization(s) | My Profile | Logout

SAVE | SAVERNEXT | NEXT | MARK AS COMPLETE | CHECK GLOBAL ERRORS

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Back

Document Information: HSG-PR-2019-Agate Software-00006
Parent Information: HS1-2019-Agate Software-00012-(023)
Details

You are here: > Progress Reports Menu > Forms Menu

ATTACHMENTS

Instructions:

- Use this page to upload your agency's seat belt use policy if your agency is a new applicant or was denied funding in FY2018.
- Please enter a brief description of the attachment.
- To attach an electronic file, press "BROWSE", choose the desired file and select "SAVE".
- For each additional attachment, first choose "ADD" and then complete the steps listed above.

Description *

File name Browse...*

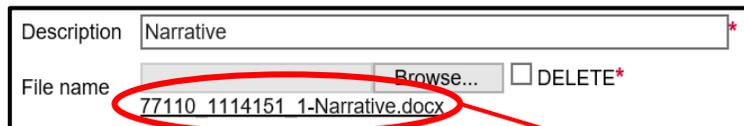
Comments

0 of 500

Top of the Page

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- Once you click the “Save” button, verify that a link appears.

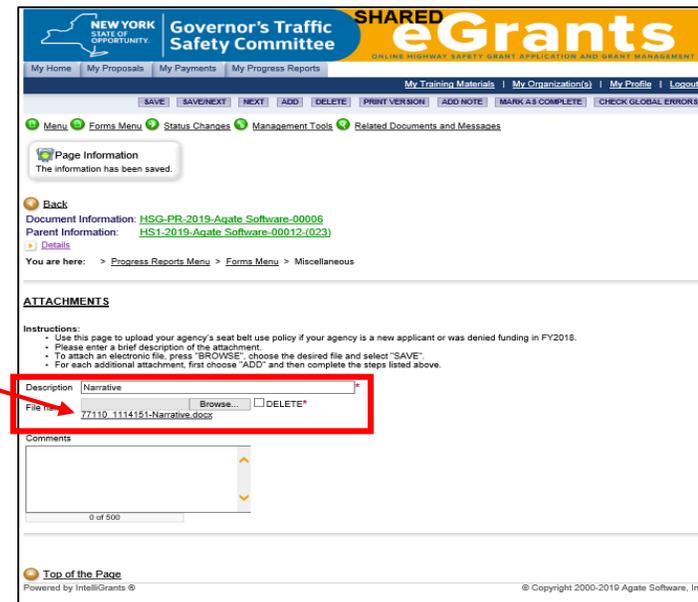


Description *

File name *

Note – If a link does not appear it means the upload was unsuccessful. Repeat the previous step. If you continue to have trouble uploading your document, please contact your Highway Safety Program Representative.

- If you have additional attachments, click the “Add” button, then repeat the steps on this page.



NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee SHARED eGrants

My Home | My Proposals | My Payments | My Progress Reports | My Training Materials | My Organization(s) | My Profile | Logout

SAVE | SAVERNEXT | NEXT | ADD | DELETE | PRINT VERSION | ADD NOTE | MARK AS COMPLETE | CHECK GLOBAL ERRORS

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

Page Information

The information has been saved.

Back

Document Information: HSG-PR-2019-Agate Software-00006
Parent Information: HS1-2019-Agate Software-00012-(023)
Details

You are here: > Progress Reports Menu > Forms Menu > Miscellaneous

ATTACHMENTS

Instructions:

- Use this page to upload your agency's seat belt use policy if your agency is a new applicant or was denied funding in FY2018.
- Please enter a brief description of the attachment.
- To attach an electronic file, press "BROWSE", choose the desired file and select "SAVE".
- For each additional attachment, first choose "ADD" and then complete the steps listed above.

Description *

File name *

Comments

0 of 500

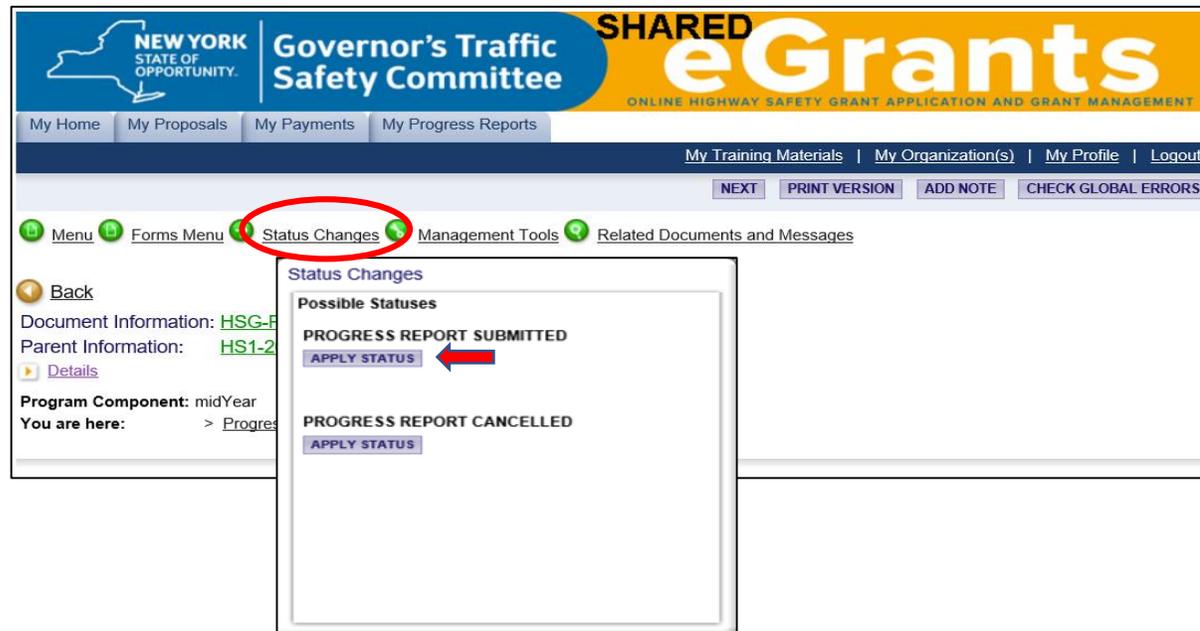
Top of the Page

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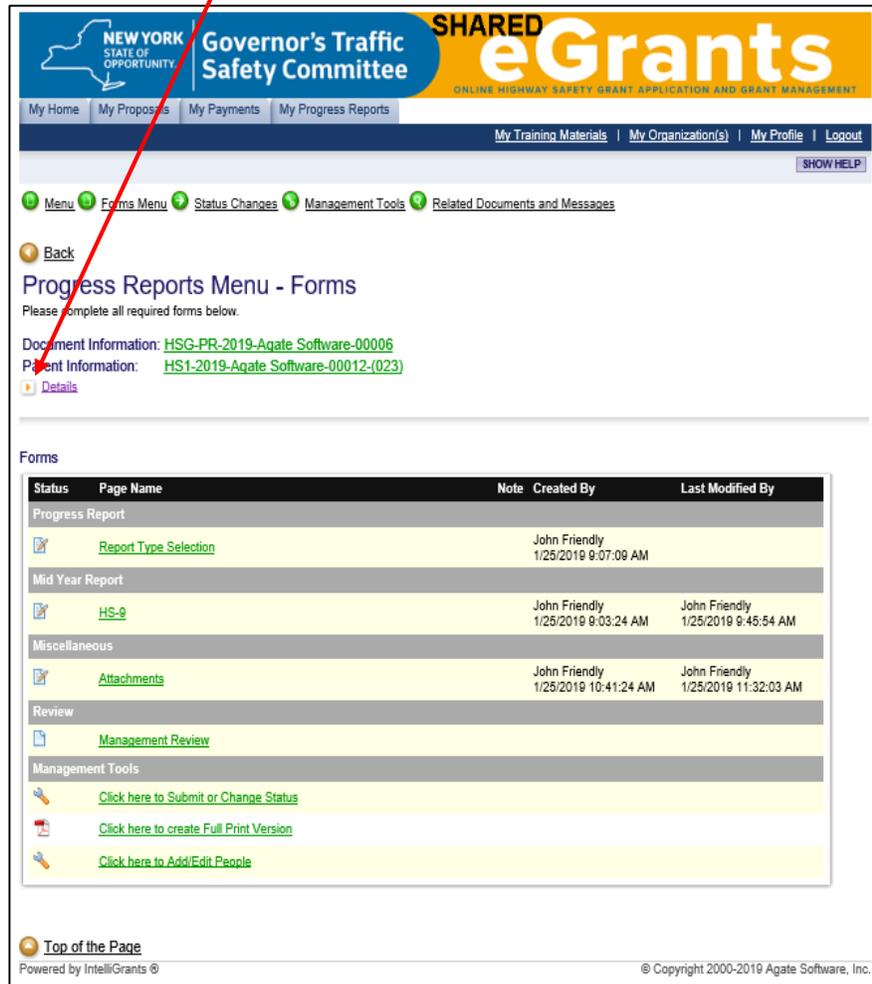
To Submit the Progress Report

To submit the progress report from the page you're on:

Hover the mouse pointer over the **"Status Changes"** link, which appears towards the top of the page. When the **"Status Changes - Possible Statuses"** menu appears, click the **"Apply Status"** button under **"Progress Report Submitted"**.



Click the expand icon , which appears next to the “Details” link.



NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee **SHARED eGrants**
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home | My Proposals | My Payments | My Progress Reports | My Training Materials | My Organization(s) | My Profile | Logout

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Back

Progress Reports Menu - Forms

Please complete all required forms below.

Document Information: [HSG-PR-2019-Agate Software-00006](#)
Parent Information: [HS1-2019-Agate Software-00012-\(023\)](#)

[Details](#)

Forms

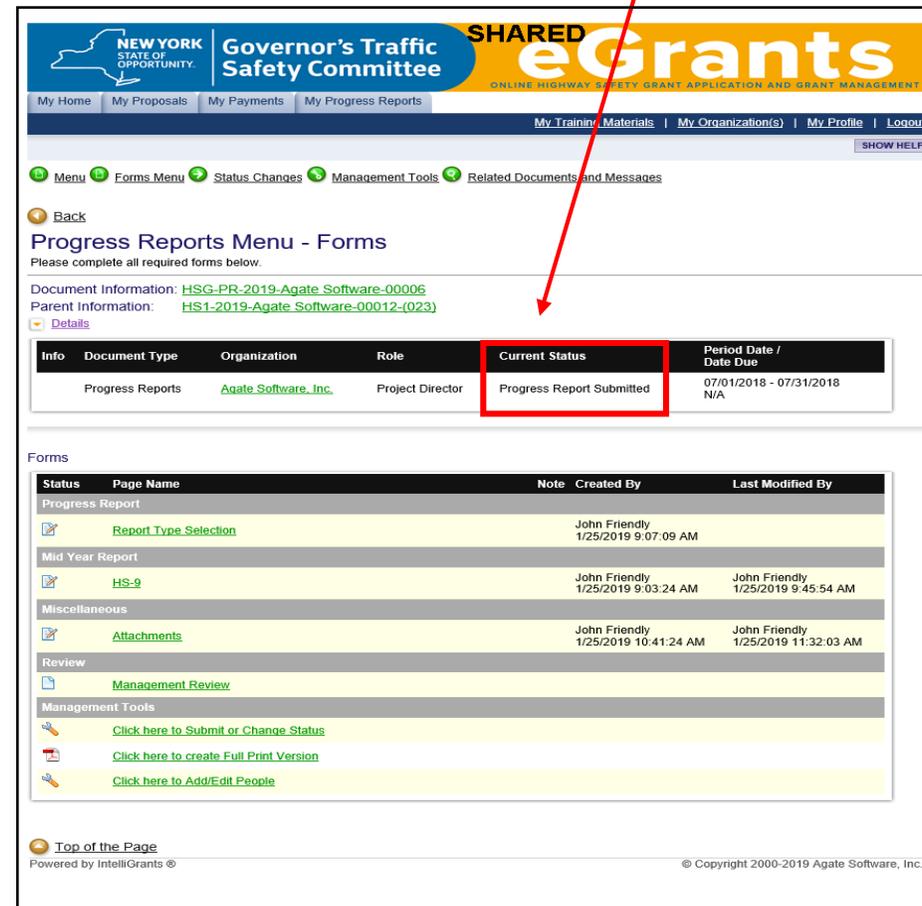
Status	Page Name	Note	Created By	Last Modified By
Progress Report				
	Report Type Selection		John Friendly 1/25/2019 9:07:09 AM	
Mid Year Report				
	HS-9		John Friendly 1/25/2019 9:03:24 AM	John Friendly 1/25/2019 9:45:54 AM
Miscellaneous				
	Attachments		John Friendly 1/25/2019 10:41:24 AM	John Friendly 1/25/2019 11:32:03 AM
Review				
	Management Review			
Management Tools				
	Click here to Submit or Change Status			
	Click here to create Full Print Version			
	Click here to Add/Edit People			

Top of the Page
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If the current status is “**Progress Report Submitted**”, you have completed your report submission.

Current Status
Progress Report Submitted

If the current status is **NOT** “**Progress Report Submitted**”, repeat the steps on page 52



NEW YORK STATE OF OPPORTUNITY Governor's Traffic Safety Committee **SHARED eGrants**
ONLINE HIGHWAY SAFETY GRANT APPLICATION AND GRANT MANAGEMENT

My Home | My Proposals | My Payments | My Progress Reports | My Training Materials | My Organization(s) | My Profile | Logout

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Back

Progress Reports Menu - Forms

Please complete all required forms below.

Document Information: [HSG-PR-2019-Agate Software-00006](#)
Parent Information: [HS1-2019-Agate Software-00012-\(023\)](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Progress Reports	Agate Software, Inc.	Project Director	Progress Report Submitted	07/01/2018 - 07/31/2018 N/A

Forms

Status	Page Name	Note	Created By	Last Modified By
Progress Report				
	Report Type Selection		John Friendly 1/25/2019 9:07:09 AM	
Mid Year Report				
	HS-9		John Friendly 1/25/2019 9:03:24 AM	John Friendly 1/25/2019 9:45:54 AM
Miscellaneous				
	Attachments		John Friendly 1/25/2019 10:41:24 AM	John Friendly 1/25/2019 11:32:03 AM
Review				
	Management Review			
Management Tools				
	Click here to Submit or Change Status			
	Click here to create Full Print Version			
	Click here to Add/Edit People			

Top of the Page
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Cancelling a Grant Modification, Payment Request or Progress Report

Canceling a Grant Modification, Payment Request or Progress Report

Once a grant modification request, payment request or progress report is cancelled, all data entered into that request / report is lost.

To cancel a request or progress report prior to submission, go to the **“Status Changes”** link that appears towards the top of the page, then click on the **“Apply Status”** button under **“Grant Modification Cancelled”**, **“Claim Cancelled”** or **“Progress Report Cancelled”**. When the **“Agreement”** page appears, click the **“I Agree”** button.

To cancel the request or report after submission, please contact your Highway Safety Program Representative.